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# IPEDS

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- Vol - III

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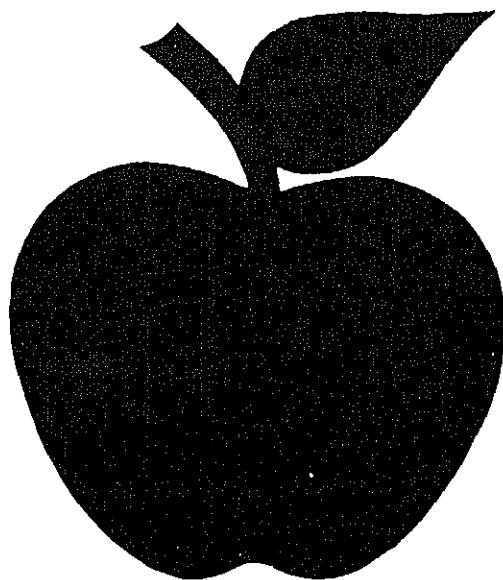
## INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

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LESS THAN TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS

CS Form 23, 1/86





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# IPEDS

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INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM

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LESS THAN TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS





**Completion Instructions**—when the survey is completed, return to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the survey form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—If there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by  
law (20 U.S.C. 1221 e-1).  
While you are not required  
to respond, your  
cooperation is needed to  
make the results of this  
survey comprehensive,  
accurate, and timely.*



## INSTITUTIONAL IDENTIFICATION

Name and Address of Entity (Institution) Covered by this report			ID Number
Address			County or Independent City
City	State	Zip	Congressional District
Name of Chief Administrator and title		Name of Respondent, title, and phone number	
Phone Numbers			
GENERAL INFORMATION ( )		FINANCIAL AID OFFICE ( )	ADMISSIONS OFFICE ( )

## TYPES OF POSTSECONDARY EDUCATION OFFERINGS

1. Does this institution offer instruction primarily for persons who have completed or left high school?

- a. ☐ Yes
- b. ☐ No, but eligible for Federal Student Financial Aid  
(Please continue)
- c. ☐ No, and *not* eligible for Federal Student Financial Aid  
(If you checked c, please stop here and return the form to NCES)

2. Is this instruction (Check all that apply):

- (1) ☐ Occupational (resulting in entry level job skills)      (4) ☐ Recreational or avocational
- (2) ☐ Academic, leading to a certificate, degree or diploma      (5) ☐ Adult basic or remedial instruction or high school equivalency
- (3) ☐ Continuing professional

If you checked ONLY 4 or 5, please stop and return the form to NCES.

## PART A ORGANIZATION AND ACCREDITATION

1. The institution (entity) covered by this report is:

- a. ☐ A single institution offering instructional programs at one or more sites. Go to Question 2.
- b. ☐ Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1) ☐ Central office or system office — Please stop and return the form to NCES.
- (2) ☐ Administratively equal institution. Go to Question 2.
- (3) ☐ Parent institution. Go to Question 2.
- (4) ☐ Branch institution (Please continue)

Please provide name and address of parent institution

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately at your branch or by the parent institution listed above:

Record or type of information	Maintained by	
	Branch	Parent Institution
(a) Student records		
(b) Staff records		





- PUBLIC**
- (1) ☐ Federal
  - (2) ☐ State
  - (3) ☐ Territorial
  - (4) ☐ School District
  - (5) ☐ County
  - (6) ☐ Township
  - (7) ☐ City
  - (8) ☐ Special District
  - (9) ☐ Other

- PRIVATE**
- (10) ☐ Profit Making
  - (11) ☐ Nonprofit
    - ☐ a. Independent (No religious affiliation)
    - ☐ b. Religious Affiliation
      - ☐ Catholic
      - ☐ Jewish
      - ☐ Protestant (Specify) \_\_\_\_\_
      - ☐ Other (Specify) \_\_\_\_\_

**3. Level of Offering (Check all that apply)**

- (1) ☐ Postsecondary Certificate, Award or Diploma of Less Than One Academic Year
- (2) ☐ Postsecondary Certificate, Award or Diploma of At Least One But Less Than Two Academic Years
- (3) ☐ Associate's Degree
- (4) ☐ Postsecondary Certificate, Award or Diploma of At Least Two But Less Than Four Academic Years
- (5) ☐ Other (Specify) \_\_\_\_\_

\*One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours.

**4. Does this institution offer any formally organized programs (either academic or occupational) with well defined completion requirements that do not lead to a formal award?**

- a. ☐ No ☐ Yes

**5. This institution is accredited by the following (Check all that apply):**

- (1) ☐ National
- (2) ☐ Regional Accrediting Agency
- (3) ☐ State Accrediting or Approval Agency
- (4) ☐ Not Applicable

**6. Do any programs in this institution have specialized accreditation recognized by the U.S. Department of Education?**

Refer to the attached list.

- a. ☐ No b. ☐ Yes If yes, please list the specialized program accreditations by code number in the spaces provided.

AGENCY CODES: \_\_\_\_\_  
\_\_\_\_\_

**PART 3 CALENDAR, ADMISSION REQUIREMENTS AND SERVICES**

**1. Predominant calendar system at this institution (Check one):**

- (1) ☐ Semester
- (2) ☐ Quarter
- (3) ☐ Trimester
- (4) ☐ 4-1-4 Plan
- (5) ☐ Differs Program by Program
- (6) ☐ Other (Specify) \_\_\_\_\_

**2. Please check below all locations where credit/non-credit courses are offered.**

**CREDIT**

- a. ☐ In-State
- b. ☐ Out-of-State
- c. ☐ Abroad

**NON-CREDIT**

- a. ☐ In-State
- b. ☐ Out-of-State
- c. ☐ Abroad

**3. Please check below all facilities where credit/non-credit courses are offered.**

**CREDIT**

- a. ☐ On-campus
- b. ☐ Correctional facility
- c. ☐ Local Education Agency facility
- d. ☐ Other Government facility
- e. ☐ Non-Government facility
- f. ☐ Other

**NON-CREDIT**

- a. ☐ On-campus\*
- b. ☐ Correctional facility
- c. ☐ Local Education Agency facility
- d. ☐ Other Government facility
- e. ☐ Non-Government facility
- f. ☐ Other

**4. Does your institution offer credit courses at military installations? (Check all that apply)**

- a. ☐ In States and/or Territories b. ☐ Abroad c. ☐ No credit courses offered



- (1) ☐ High school diploma or its equivalent  
(2) ☐ High school class standing  
(3) ☐ Admissions test scores  
    ☐ SAT  
    ☐ ACT  
    ☐ Other  
(4) ☐ Residency  
(5) ☐ Evidence of ability to benefit from instruction  
(6) ☐ Age  
(7) ☐ Score on the Test of English as a Foreign Language (TOEFL) for foreign applicant or an equivalent test  
(8) ☐ Other (Specify) \_\_\_\_\_



- a. ☐ No      b. ☐ Yes      If yes, please list the typical room charges for a student for the 1985-86 academic year.  
Amount \$ \_\_\_\_\_

**7. Do you provide meal plans for your students?**

- a. ☐ No      b. ☐ Yes      If yes, please list the typical board charges for a student for the 1985-86 academic year.  
Amount \$ \_\_\_\_\_  
Days per week for which board charge is applicable (Check one):  
5 days ☐      6 days ☐      7 days ☐

**8. For full-time students, please report the standard or average amounts for the following items (e.g., the amounts used by your financial aid office for computing student financial aid awards):**

- |                                                | Amount (whole dollars) |
|------------------------------------------------|------------------------|
| a. Books and supplies                          | \$ _____               |
| b. Transportation                              | \$ _____               |
| c. Room and board (for non-dormitory students) | \$ _____               |
| d. Miscellaneous expenses                      | \$ _____               |

**PART D PARTICIPATION IN FEDERAL PROGRAMS**

**1. Is this institution eligible to participate in any of the following Federal student financial aid programs? (Check all that apply for the current academic year)**

- |                                                                                  |                                                                           |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| (1) <input type="checkbox"/> Veterans Administration (VA)                        | (6) <input type="checkbox"/> National Direct Student Loan (NDSL)          |
| (2) <input type="checkbox"/> Pell Grants                                         | (7) <input type="checkbox"/> Higher Education Assistance Loan (HEAL)      |
| (3) <input type="checkbox"/> Supplementary Educational Opportunity Grants (SEOG) | (8) <input type="checkbox"/> Other Federal student financial aid programs |
| (4) <input type="checkbox"/> Guaranteed Student Loans (GSL)                      | (9) <input type="checkbox"/> Not Eligible for any of the above            |
| (5) <input type="checkbox"/> College Work Study (CWS)                            |                                                                           |

**2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)?**

- a. ☐ No      b. ☐ Yes      c. ☐ Do Not Know



# **PART E ADDITIONAL INFORMATION**

1. Please list the Classification of Instructional Program (CIP) code and title of all instructional programs offered at this institution. Refer to the attached list.

CIP CODE

PROGRAM TITLE

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(Use additional sheets if necessary)

2. How many persons are employed full time at this institution?

a. ☐ Less Than 15

b. ☐ 15 or More

3. At this institution:

a. Are *all* instructional faculty employed on a part-time basis?

☐ No ☐ Yes

b. Do *all* instructional faculty contribute services (e.g., are members of a religious order), or are they *all* military personnel?

☐ No ☐ Yes



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## I. INSTITUTIONAL IDENTIFICATION

### A. General Information

In the space provided at the top of the report, enter the institution's name and mailing address and copy your 7-digit ID number from the preprinted address label on the cover page. Also enter the name, title, area code and phone number of the person responsible for completing the report.

- 1. Corporate Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it should appear in an institutional listing.
- 2. Name and Title of Chief Administrator of Institution**—Enter the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)
- 3. Telephone Numbers**—Enter the telephone numbers for general information inquiries, Financial Aid Office, and the Admissions Office.
- 4. Respondent**—Enter the name, title, and telephone number of the person responsible for completing this report.

**5. Location of Institution**—Enter the name of the county or independent city in which your administrative unit is located.

**6. Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If the entity is physically located in more than one congressional district, please indicate the number of each district and place an asterisk (\*) beside the number of the district in which the main administrative office is located.

### B. Types of Postsecondary Offerings

These questions are asked to verify the inclusion of this institution on the NCES list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This is to include programs of academic, vocational and continuing professional education, and to exclude avocational and adult basic education programs.

## II. PERIOD OF REPORT

Report information as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## III. INSTRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

**1. Institutional Type**—Indicate in the appropriate box the type of institution covered by this report. This question pertains to organization and administration, not to the location of instruction which is addressed in Part B.

a. Check box a. if your institution operates independently of any other institution. It may conduct classes at one or more sites, but should not have other operating branches in any other locations.

b. If your institution is part of a multi-campus institution or part of a system of institutions, please check box b. and identify the name of the institutional system. Also please identify the type of institution your unit represents within this system, as follows:

1. Check box 1 if your unit is a central or system office, i.e., strictly an administrative component. No further information is needed, please return this form to NCES.

2. Check box 2 if your institution is one of the administratively-equal campuses of a central administration or system.

3. If your institution is a parent institution (please see definition), please check box 3 and send NCES a list of all branch campuses. Indicate with an asterisk (\*) those schools for which the parent institution maintains all student and financial records. [NOTE: IPEDS will not survey these branches separately, but will send one set of all other survey forms to the parent institution.]

4. Box 4 should be checked if your institution is a branch institution (see definition). Please also indicate which records are separately maintained by your institution and which are maintained by the parent institution.

**2. Institutional Control or Relationship**—Indicate the appropriate form of control or relationship under which the institution operates.

Affiliation with a religious group need not imply financial backing. Check the appropriate religious affiliation. If the religious affiliation is Protestant or other, specify the denomination. If more than one response is appropriate, check all that apply.

**3. Level of Offering**—Check all applicable levels for all credit programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

(1) through (4) — Note that these categories are differentiated on the basis of length of programs. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours of instruction.

**4. No Formal Award Programs**—Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.

**5. Institutional Accreditation**—Indicate the types of agencies which accredit this institution.

**6. Programmatic Accreditation**—If this institution has programs that have specialized accreditation by programmatic accrediting agencies, recognized by the U.S. Department of Education (Higher Education and Occupational/Vocational Institutional Eligibility Agencies), refer to the attached list and enter the appropriate code number of the program accreditation in the spaces provided.



credit or non-credit. Identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

**3. Type of Facilities Used for Course Instruction**—Indicate all of the types of facilities at which credit or non-credit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.

**4. Course Instruction at Military Installations**—Indicate whether your institution offers credit courses at military installations in States and territories and/or abroad.

**5. Admission Requirements**—This item refers to credit programs only. Check the types of information that are used as part of the selection process for entering freshman to your institution.

**6. Average High School Percentile**—Indicate the average percentile rank of all students in your last entering freshman class. Com-

traditional instructional modes.

- a. Experience in a job-related setting, with pay, could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program.
- b. Experience in a job-related setting, without pay, could include student/practice teaching or unpaid internships.

**8. Selected Student Services**—Indicate which of the selected services are provided for students at the institution. Check "remedial programs" if the institution has either required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.

## V. INSTRUCTIONS FOR PART C STUDENT CHARGES

### A. General Instructions

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following:

1. Report tuition and fees charged to in-district, in-State students (local residents) if there are different charges for each at your institution.
2. Include all fixed sum charges which are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
3. Do not include any charges which are clearly optional.
4. If the institution has a single lump-sum charge for tuition, required fees, room, and board, please apportion the lump-sum charges among the appropriate categories to answer questions about tuition or fees.

### B. Data Items to be Completed

1. **Enrollment of Full-Time Students**—Indicate if your institution enrolls any students on a full-time basis. If not, skip to Part D.
2. **Application Fee**—If your institution charges an application fee, please indicate the amount.
3. **Charge Variations**—This applies to local resident full-time students only. Indicate whether there are different tuition and fees charges for the different student levels or different instructional programs.
4. **Basis for Charging Full-Time Students**—Indicate whether a flat fee or credit hour charge is used to establish total charges for local resident full-time students. If a flat fee is charged and a range of credit hours is permitted, provide the minimum and maximum number of credit hours.

**5. Typical Tuition and Required Fees**—Enter in the spaces provided the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of full-time students indicated. If tuition is charged on a per hour basis, multiply the charge per hour by the number of hours that would normally be required per academic year to complete a degree or program at the institution.

**6. and 7. Typical Room and Board Charges**—If this institution maintains dormitory facilities, report as room charges (for an academic year) the charge to a typical full-time student sharing a room with one other student.

Report as the board charge (for an academic year) the charge to a typical student. Check the number of days per week for which the board charges are applicable (5, 6, or 7). If board charges are calculated on a different basis (such as number of meals) estimate the number of days that would be covered by the board contract amount.

If the institution makes a combined charge for room and board estimate the proportions of the total charge in each of the categories.

**8. Average Cost of Attendance Information**—Enter, in the spaces provided, the average amounts a typical full-time student would expect to pay/spend to attend your institution. If dormitory facilities or room and board are provided, these charges should be reported in questions 6 and 7; report in question 9.c. the average amount for students not living in dormitories. If your institution is eligible for student financial aid, report those amounts used by the financial aid office for computing awards. Otherwise, please estimate the amounts.



1. *Eligibility for Federal Programs*—Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.

2. *Job Training Partnership Act*—Indicate whether this institution offers instruction through the Job Training Partnership Act (JTPA).

## VII. INSTRUCTIONS FOR PART E ADDITIONAL INFORMATION

This section should be completed by institutions that are new to the NCES universe.

1. *Instructional Programs*—Please list the CIP code and title of all instructional programs offered at your institution. Use the attached listing from the Classification of Instructional Programs (CIP) to determine program codes and titles.

2. *Full-Time Staff*—Please indicate how many persons are employed at your institution according to the categories shown.

3. *Instructional Faculty*—This item refers to ALL instructional faculty. Please answer parts a, b, and c.



# LIST OF ACCREDITING BODIES RECOGNIZED BY THE DEPARTMENT OF EDUCATION

## Accrediting Board for Engineering and Technology, Inc.

- 1.1 ENG ENGINEERING (professional degree and graduate programs)  
1.2 ENGT ENGINEERING TECHNOLOGY (associate and baccalaureate degree programs)

## Accrediting Bureau of Health Education Schools

- 2.1 MAAB MEDICAL ASSISTANT EDUCATION (private schools and programs)  
2.2 MLTAB MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)  
2.3 AHE ALLIED HEALTH EDUCATION (private schools and programs)

## Accrediting Commission on Education for Health Services Administration

- 3.1 HSA HEALTH SERVICES ADMINISTRATION (graduate degree programs)

## Accrediting Council on Education in Journalism and Mass Communication

- 4.1 JOUR JOURNALISM (professional, baccalaureate and graduate degree programs)

## American Academy of Microbiology

- 5.1 MICB MICROBIOLOGY (postdoctoral programs)

## American Assembly of Collegiate Schools of Business

- 6.1 BUS BUSINESS (baccalaureate and graduate programs in business and management)  
6.2 BUSA BUSINESS (baccalaureate and master's programs in accountancy)

## American Association of Bible Colleges

- 7.1 BI BIBLE COLLEGE EDUCATION (Bible colleges and institutes offering undergraduate programs)

## American Association for Marriage and Family Therapy

- 8.1 MFCC MARRIAGE AND FAMILY THERAPY (clinical training programs)  
8.2 MFCD MARRIAGE AND FAMILY THERAPY (graduate degree programs)

## American Association of Nurse Anesthetists

- 9.1 ANEST NURSE ANESTHESIA (professional schools/programs)

## American Bar Association

- 10.1 LAW LAW (professional schools)

## American Board of Funeral Service Education

- 11.1 FUSER FUNERAL SERVICE EDUCATION (independent schools and collegiate departments)

## American College of Nurse-Midwives

- 12.1 MIDWF NURSE MIDWIFERY (basic education programs)

## American Council on Pharmaceutical Education

- 13.1 PHAR PHARMACY (professional degree programs)

## American Dental Association

- 14.1 DA DENTAL ASSISTING  
14.2 DH DENTAL HYGIENE  
14.3 DT DENTAL TECHNOLOGY  
14.4 DENT DENTISTRY (programs leading to D.D.S. or D.M.D. degrees and advanced general dentistry and dental specialty programs and general practice residency programs)

## American Dietetic Association

- 15.1 DIET DIETETICS (coordinated undergraduate pro-

## American Library Association

- 16.1 LIB LIBRARIANSHIP (graduate professional degree programs)

## American Medical Association, Committee on Allied Health Education and Accreditation

- 17.1 APCP ASSISTANT TO THE PRIMARY CARE PHYSICIAN  
17.2 BBT SPECIALIST IN BLOOD BANK TECHNOLOGY  
17.3 CYTO CYTOTECHNOLOGIST  
17.4 DMS DIAGNOSTIC MEDICAL SONOGRAPHER  
17.5 EEG ELECTROENCEPHALOGRAPHIC TECHNOLOGIST  
17.6 EMT EMERGENCY MEDICAL TECHNICIAN—PARAMEDIC  
17.7 HT HISTOLOGIC TECHNICIAN/TECHNOLOGIST  
17.8 MAC MEDICAL ASSISTANT  
17.9 MLTAD MEDICAL LABORATORY TECHNICIAN (associate degree)  
17.10 MLTC MEDICAL LABORATORY TECHNICIAN (certificate)  
17.11 MRA MEDICAL RECORD ADMINISTRATOR  
17.12 MRT MEDICAL RECORD TECHNICIAN  
17.13 MT MEDICAL TECHNOLOGIST  
17.14 NMT NUCLEAR MEDICINE TECHNOLOGIST  
17.15 OMA OPHTHALMIC MEDICAL ASSISTANT  
17.16 OT OCCUPATIONAL THERAPIST  
17.17 PERF PERFUSIONIST  
17.18 RAD RADIOGRAPHER  
17.19 RSTH RESPIRATORY THERAPIST  
17.20 RSTHT RESPIRATORY THERAPY TECHNICIAN  
17.21 RTT RADIATION THERAPY TECHNOLOGIST  
17.22 SURGA SURGEON'S ASSISTANT  
17.23 SURGT SURGICAL TECHNOLOGIST

## American Optometric Association

- 18.1 OPT OPTOMETRY (professional programs)  
18.2 OPTR OPTOMETRY (residency programs)  
18.3 OPTT OPTOMETRY (technician programs)

## American Osteopathic Association

- 19.1 OSTEO OSTEOPATHIC MEDICINE (programs leading to D.O. degree)

## American Physical Therapy Association

- 20.1 PTA PHYSICAL THERAPY (professional programs)  
20.2 PTAA PHYSICAL THERAPY (programs for the physical therapist assistant)

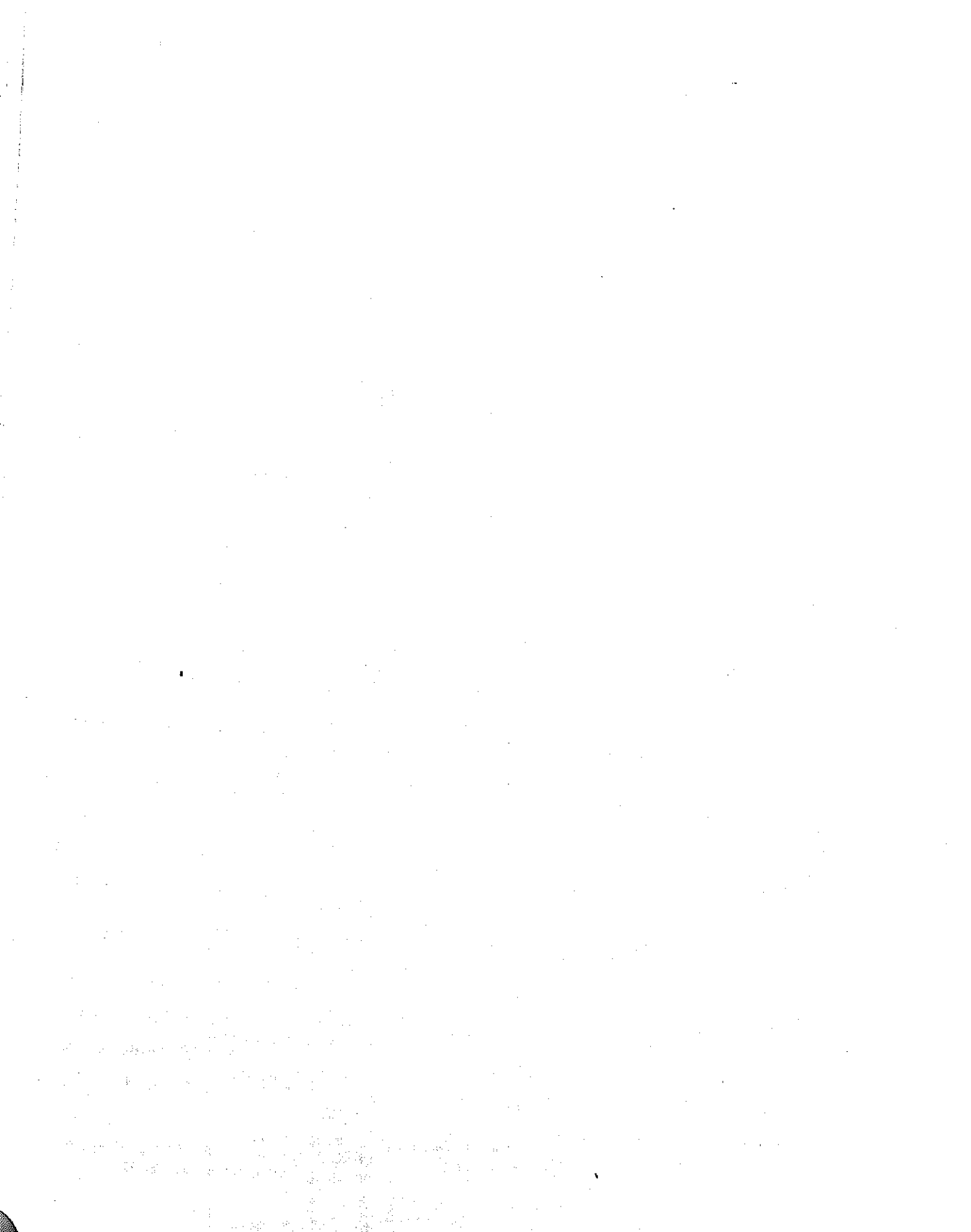
## American Podiatric Medical Association

- 21.1 POD PODIATRY (professional and graduate degree programs)

## American Psychological Association

- 22.1 CLPSY PSYCHOLOGY, CLINICAL (doctoral programs)  
22.2 COPSY PSYCHOLOGY, COUNSELING (doctoral programs)  
22.3 IPSY PSYCHOLOGY, PROFESSIONAL (predoctoral internship programs)  
22.4 PPSY PSYCHOLOGY, PROFESSIONAL/SCIENTIFIC (doctoral programs)  
22.5 SCPSY PSYCHOLOGY, SCHOOL (doctoral programs)





24.2	SP	SPEECH-LANGUAGE PATHOLOGY (master's degree programs)	36.1	COSME	COSMETOLOGY
American Veterinary Medical Association			National Architectural Accrediting Board, Inc.		
25.1	ADVET	VETERINARY MEDICINE (two-year program for the animal technician)	37.1	ARCH	ARCHITECTURE (professional degree programs)
25.2	VET	VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)	National Association of Practical Nurse Education and Service, Inc.		
Association for Clinical Pastoral Education			38.1	PNE	NURSING (practical nurse programs)
26.1	PAST	CLINICAL PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)	National Association of Schools of Art and Design		
Association of Advanced Rabbinical and Talmudic Schools			39.1	ART	ART (professional schools and programs)
27.1	RABN	RABBINICAL AND TALMUDIC EDUCATION (advanced Rabbinical and Talmudic schools)	National Association of Schools of Dance		
Association of Independent Colleges and Schools			40.1	DANCE	DANCE (professional schools and programs)
28.1	JRCB	BUSINESS (private junior colleges and business schools)	National Association of Schools of Music		
28.2	SRCB	BUSINESS (private senior colleges and business schools)	41.1	MUS	MUSIC (baccalaureate and graduate degree programs)
28.3	PPB	BUSINESS (private postsecondary schools and programs)	National Association of Schools of Theatre		
Association of Theological Schools in the United States and Canada			42.1	THEA	THEATRE (professional schools and programs)
29.1	THEOL	THEOLOGY (graduate schools of theology)	National Association of Trade and Technical Schools		
Council on Chiropractic Education			43.1	NATTS	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (associate and baccalaureate degree programs)
30.1	CHIRO	CHIROPRACTIC (programs leading to D.C. degree)	43.2	NDNAT	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (non-degree programs)
Council on Education for Public Health			National Council for Accreditation of Teacher Education		
31.1	CHE	COMMUNITY HEALTH EDUCATION (graduate programs)	44.1	TED	TEACHER EDUCATION (baccalaureate and graduate degree programs)
31.2	CHPM	COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)	National Home Study Council		
31.3	PH	PUBLIC HEALTH (graduate schools of public health)	45.1	NHSC	HOME STUDY EDUCATION (associate and higher degree programs)
Council on Social Work Education			National League for Nursing, Inc.		
32.1	SW	SOCIAL WORK (baccalaureate and master's degree programs)	46.1	ADNUR	NURSING (associate degree programs)
Foundation for Interior Design Education Research			46.2	DNUR	NURSING (diploma programs)
33.1	FIDER	INTERIOR DESIGN (professional and technical programs)	46.3	NUR	NURSING (baccalaureate and higher degree programs)
Liaison Committee on Medical Education			46.4	PNUR	NURSING (practical nurse programs)
34.1	MED	MEDICINE (programs leading to M.D. degree)	Society of American Foresters		
National Accreditation Council for Agencies Serving the Blind and Visually Handicapped			47.1	FOR	FORESTRY (baccalaureate and higher professional degree programs)
35.1	BVH	BLIND AND VISUALLY HANDICAPPED EDUCATION (postsecondary vocational education programs)	Commission on Opticianry Accreditation		
			48.1	OPD	OPTICIANRY (2-year programs for the optician)
			48.2	OPLT	OPTICIANRY (1-year program for the optical laboratory technician)



non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

**ACADEMIC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

**ACCREDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

**ADMINISTRATIVELY EQUAL INSTITUTION.** Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a systems office but does not report to any other institution.

**ADMISSION TEST SCORES.** Scores on standardized admissions tests or special admissions tests.

**ASSOCIATE'S DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**AVOCATIONAL PROGRAMS.** Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, or result in occupationally specific skills.

**BACHELOR'S DEGREE.** Normally requires at least 4 but not more than 5 years of full-time equivalent college work. This includes ALL bachelor's degrees conferred in a COOPERATIVE or WORK-STUDY PLAN or PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government, thus, it allows the student to combine actual work experience with his college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed in 3 years.

**BOARD CHARGES.** The charge for an academic year for meals, for a specific number of days per week.

**BRANCH INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**CENTRAL OFFICE OR SYSTEM OFFICE.** The administrative body or component responsible for supervision of a multi-institutional system.

**CERTIFICATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**CHIEF ADMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing board.

**CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS).** NCES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and State school systems and postsecondary institutions.

**COLLEGE WORK STUDY PROGRAM (CWS).** (Public Law 89-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-C; 42 U.S. Code sec. 275-1976.) A program designed to stimulate and promote the part-time employment of students with great financial need in eligible institutions of higher education who need earnings from employment to finance their course of study.

scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

**CREDIT.** Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide appropriate care and protection of infants, preschool, and school age children so their parents can participate in postsecondary educational programs.

**DEGREE.** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or merit.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

**FOUR-ONE-FOUR PLAN.** The 4-1-4 calendar consists of 4 courses taken for four months, 1 course taken for one month, and 4 courses taken for four months. There may be an additional summer session.

**FRESHMAN.** A first year undergraduate student.

**FULL-TIME STUDENT.** A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

**GUARANTEED STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS (FISL).** (Public Law 89-329, as amended, Public Law 91-95, as amended Public Law 94-482, Higher Education Act of 1965, Title IV-B; 20 U.S. Code, sec. 1071 - 1976.) Provides for low-interest deferred loans for students attending nearly 4,600 eligible institutions of higher education in the United States and abroad as well as about 4,300 vocational, technical, business, and trade schools.

**HEARING IMPAIRED.** Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

**HIGHER EDUCATION ASSISTANCE LOAN (HEAL).** Program provides Federally insured loans to students attending eligible health professions schools. Sec. 730 of the PHS Act requires HEAL



**HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

**HOME STUDY.** Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation.

**IN-STATE STUDENT.** Students who are legal residents of the State in which they attend school.

**INSTITUTIONAL SYSTEM.** Two or more institutions of higher education under the control or supervision of a single administrative body.

**INSTRUCTIONAL FACULTY.** Members of the Instruction/Research Staff whose primary assignment is instruction including those with release time for research.

**JOB TRAINING PARTNERSHIP ACT (JTPA).** Legislation effective beginning with Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

**LOCAL EDUCATIONAL AGENCY (LEA).** A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in: (1) a city, county, township, school district, or other political subdivision of a State; (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

**LOCAL RESIDENT.** A student who is a legal resident of the locality in which he or she attends school.

**MILITARY INSTALLATIONS.** One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marines, or Coast Guard, including Reserves and National Guard.

**MOBILITY IMPAIRED.** Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place or any person who otherwise finds stairs and other similar physical features impediments to movements.

**MULTI-INSTITUTION SYSTEM.** An institution that has either: (1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or (2) a primary site or main campus with one or more branches attached to it.

**NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL).** (Public Law 83-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV 42 U.S. Code sec. 2571-1976.) Helps set up funds at higher education institutions for making low-interest loans to needy graduate, undergraduate, and vocational students attending at least half time.

**NON-CREDIT COURSES.** A course or activity having no credit applicable toward a formal award, certificate, or degree.

**OFF-CAMPUS FACILITY.** A facility located some distance away from the educational institution which operates it.

**PARENT INSTITUTION.** The administrative unit or institution in a multi-institutional system through which all the system's institutions, branches, and programs are linked.

**PART-TIME STUDENT.** A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week.

**PELL GRANTS.** (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV, 20 U.S. Code, sec. 1070a-1976.) A source of Federal student financial aid that provides eligible undergraduate students with a floor of financial aid to help them defray the cost of postsecondary education. At full funding, the program provides grants for a minimum of \$200 and a maximum of \$1,800 to students, less expected family contribution, but not to exceed one-half of the cost of attendance, including tuition and fees, books and supplies, room and board, and a personal allowance. (Note: Grant limitations are subject to change with revised legislation.)

**PLACEMENT SERVICE FOR PROGRAM COMPLETERS.** Assistance for students in evaluating their career alternatives as well as in obtaining full time employment upon leaving the institution.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR).** Requires the completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

**POSTSECONDARY CERTIFICATE, AWARD, OR DIPLOMA (AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS WORK).** Requires completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS).** Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

**POSTSECONDARY EDUCATION.** The provision of a formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**PREDOMINANT CALENDAR SYSTEM.** The method by which an institution structures most of its courses for the calendar year.

**PROGRAM.** A combination of courses and related activities organized for the attainment of broad education objectives as described by the institution.

**PROGRAM WITH NO FORMAL AWARD.** Any formally organized program with stated occupational objectives and well defined completion requirements that does not lead to a formal award.

**QUARTER CALENDAR SYSTEM.** An academic year consisting of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

**REMEDIAL INSTRUCTIONAL PROGRAM.** Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.



ing freshmen, residence may be legal residence of a parent or guardian.

**RESIDENCY REQUIREMENTS.** Policies or laws requiring habitation in a particular place for a specified period of time.

**ROOM CHARGES.** The charge for an academic year for rooming accommodations of a typical student sharing a room with one other student.

**SINGLE INSTITUTION.** A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration and governance and record keeping are at one site.

**SPECIAL ADMISSIONS TEST.** Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

**STANDARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG).** Public Law 92-318, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV, Subpart A-2; 20, U.S. Code, sec. 1070b - 1976.) Federal grants that provide financial assistance to high-school graduates with exceptional financial need to enable them to attend college. The grants are made directly to institutions of higher education, which select students for the awards. Grants awarded to students shall not exceed \$1,500 per year or one-half the amount of other student aid provided by the institution. How-

and Direct Student Loans) or from public or private scholarships. Undergraduates must be enrolled on at least a half-time basis. Graduate students are not eligible for support under this program. (Note: Grant limitations are subject to change with revised legislation.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** Standardized test designed to determine an applicant's ability to benefit from instruction in English.

**TRIMESTER.** An academic year consisting of 3 terms of about 15 weeks each.

#### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

**Required Fees:** Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.

**UNDERGRADUATE.** A student enrolled in a four or five year bachelor's degree program, in an associate degree program, or in a vocational or technical program below the baccalaureate.

**VETERANS ADMINISTRATION EDUCATION BENEFITS (VA).** Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving wives and children, discharged veterans, and active armed-services employees in special programs.

**VISUALLY IMPAIRED.** Any person whose sight loss is sufficiently severe to adversely affect educational performance.







**Completion Instructions**—when the survey is completed, return to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the survey form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—If there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by  
law (20 U.S.C. 1221 e-1).  
While you are not required  
to respond, your  
cooperation is needed to  
make the results of this  
survey comprehensive,  
accurate, and timely.*



Name of Chief Administrator and title		Name of Respondent, title and phone number	
Phone Numbers			
GENERAL INFORMATION ( )	FINANCIAL AID OFFICE ( )	ADMISSIONS OFFICE ( )	

## TYPES OF POSTSECONDARY EDUCATION OFFERINGS

1. Does this institution offer instruction primarily for persons who have completed or left high school?
- a. ☐ Yes      b. ☐ No (If no, please stop here and return the form to NCES)

2. Is this instruction (Check all that apply):

- (1) ☐ Occupational (resulting in entry level job skills)      (4) ☐ Recreational or avocational
- (2) ☐ Academic, leading to a certificate, degree or diploma      (5) ☐ Adult basic or remedial instruction or high school equivalency
- (3) ☐ Continuing professional

If you checked ONLY 4 or 5, please stop and return the form to NCES.

## PART A ORGANIZATION AND ACCREDITATION

1. The institution (entity) covered by this report is:

- a. ☐ A single institution offering instructional programs at one or more sites. Go to Question 2.
- b. ☐ Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1) ☐ Central office or system office — Please stop and return the form to NCES.
- (2) ☐ Administratively equal institution. Go to Question 2.
- (3) ☐ Parent institution. Go to Question 2.
- (4) ☐ Branch institution (Please continue)

Please provide name and address of parent institution

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately at your branch or by the parent institution listed above:

Record or type of information	Maintained by	
	Branch	Parent Institution
(a) Student records		
(b) Staff records		
(c) Revenues and expenditures		



2. Please check the appropriate form of control or the religious relationship under which this institution operates. (Check all that apply):

- (1) ☐ Public (2) ☐ Private
- a. ☐ Profit Making
- b. ☐ Nonprofit
- ☐ Independent (No religious affiliation)
- ☐ Religious Affiliation
- ☐ Catholic
- ☐ Jewish
- ☐ Protestant (Specify) \_\_\_\_\_
- ☐ Other (Specify) \_\_\_\_\_

3. Level of Offering (Check all that apply)

- (1) ☐ Postsecondary Certificate, Award or Diploma of Less Than One Academic Year
- (2) ☐ Postsecondary Certificate, Award or Diploma of At Least One But Less Than Two Academic Years
- (3) ☐ Associate's Degree
- (4) ☐ Postsecondary Certificate, Award or Diploma of At Least Two But Less Than Four Academic Years
- (5) ☐ Other (Specify) \_\_\_\_\_

\*One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours.

4. Does this institution offer any formally organized programs with stated occupational objectives and well defined completion requirements that do not lead to a formal award?

- a. ☐ No ☐ Yes

5. This institution is accredited by the following (Check all that apply):

- (1) ☐ National (3) ☐ State Accrediting or Approval Agency
- (2) ☐ Regional Accrediting Agency (4) ☐ Not Applicable

6. Do any programs in this institution have specialized accreditation recognized by the U.S. Department of Education?

Refer to the attached list.

- a. ☐ No b. ☐ Yes If yes, please list the specialized program accreditations by code number in the spaces provided.

AGENCY CODES: \_\_\_\_\_

7. How many persons are employed full-time at this institution?

- a. ☐ Less Than 15 b. ☐ 15 or More

8. Does this institution have a library or resource center?

- a. ☐ No b. ☐ Yes, library c. ☐ Yes, resource center

## PART B CALENDAR, ADMISSION REQUIREMENTS AND SERVICES

1. Predominant calendar system at this institution (Check one):

- (1) ☐ Semester (4) ☐ 4-1-4 Plan
- (2) ☐ Quarter (5) ☐ Differs Program by Program
- (3) ☐ Trimester (6) ☐ Other (Specify) \_\_\_\_\_

2. Please check below all locations where courses are offered.

- a. ☐ In-State
- b. ☐ Out-of-State
- c. ☐ Abroad

3. Please check below all facilities where courses are offered.

- a. ☐ On-campus
- b. ☐ Correctional facility
- c. ☐ Local Education Agency facility
- d. ☐ Other Government facility









estimates for the cost of attending your institution:

- a. Books and supplies
- b. Transportation
- c. Room and board
- d. Miscellaneous expenses

Amount (whole dollars)  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

## PART D PARTICIPATION IN FEDERAL PROGRAMS

1. Is this institution eligible to participate in any of the following Federal student financial aid programs? (Check all that apply for the current year)

- (1) ☐ Veterans Administration (VA)
- (2) ☐ Pell Grants
- (3) ☐ Supplementary Educational Opportunity Grants (SEOG)
- (4) ☐ Guaranteed Student Loans (GSL)
- (5) ☐ College Work Study (CWS)

- (6) ☐ National Direct Student Loan (NDSL)
- (7) ☐ Higher Education Assistance Loan (HEAL)
- (8) ☐ Other Federal student financial aid programs
- (9) ☐ Not eligible for any of the above

2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)?

- a. ☐ No
- b. ☐ Yes
- c. ☐ Do Not Know



## I. INSTITUTIONAL IDENTIFICATION

### A. General Information

In the space provided at the top of the report, enter the institution's name and mailing address, and copy your 7-digit ID number from the preprinted address label on cover page. Also enter the name, title, area code and phone number of the person responsible for completing the report.

1. **Corporate Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it should appear in an institutional listing.
2. **Name and Title of Chief Administrator of Institution**—Enter the name and title of the chief administrator of the entity covered by this report. (Example: President, Provost, Owner, etc.)
3. **Telephone Numbers**—Enter the telephone numbers for general information inquiries, Financial Aid Office, and the Admissions Office.
4. **Respondent**—Enter the name, title, and telephone number of the person responsible for completing this report.

5. **Location of Institution**—Enter the name of the county or independent city in which your administrative unit is located.

6. **Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If the entity is physically located in more than one congressional district, please indicate the number of each district and place an asterisk (\*) beside the number of the district in which the main administrative office is located.

### B. Types of Postsecondary Offerings

These questions are asked to verify the inclusion of this institution on the NCES list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This is to include programs of academic, vocational and continuing professional education, and to exclude avocational and adult basic education programs.

## II. PERIOD OF REPORT

Report information as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## III. INSTRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

1. **Institutional Type**—Indicate in the appropriate box the type of institution covered by this report. This question pertains to organization and administration, not to the location of institution which is addressed in Part B.

- a. Check box a. if your institution operates independently of any other institutions. It may conduct classes at one or more sites, but should not have other operating branches in any other locations.
- b. If your institution is part of a multi-campus institution or part of a system of institutions, please check box b. and identify the name of the institutional system. Also please identify the type of institution your unit represents within this system, as follows:

1. Check box 1 if your unit is a central or system office, i.e., strictly an administrative component. No further information is needed, please return this form to NCES.
2. Check box 2 if your institution is one of the administratively-equal campuses of a central administration or system.
3. If your institution is a parent institution (please see definition), please check box 3 and send NCES a list of all branch campuses. Indicate with an asterisk (\*) those schools for which the parent institution maintains all student and financial records. (NOTE: IPEDS will not survey these branches separately, but will send one set of all other survey forms to the parent institution.)
4. Box 4 should be checked if your institution is a branch institution (see definition). Please also indicate which records are separately maintained by your institution and which are maintained by the parent institution.

2. **Institutional Control or Relationship**—Indicate the appropriate form of control or relationship under which the institution operates. Affiliation with a religious group need not imply financial backing. Check the appropriate religious affiliation. If the religious affiliation

is Protestant or other, specify the denomination. If more than one response is appropriate, check all that apply.

3. **Level of Offering**—Check all applicable levels for all programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

(1) through (4) — Note that these categories are differentiated on the basis of length of programs. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours of instruction.

4. **No Formal Award Programs**—Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.

5. **Institutional Accreditation**—Indicate the types of agencies which accredit this institution.

6. **Programmatic Accreditation**—If this institution has programs that have specialized accreditation by programmatic accrediting agencies, recognized by the U.S. Department of Education (Higher Education and Occupational/Vocational Institutional Eligibility Agencies), refer to the attached list and enter the appropriate code number of the program accreditation in the spaces provided.

7. **Full-Time Staff**—Please indicate how many persons are employed full-time at your institution according to the categories specified.

8. **Library**—Indicate whether this institution has a library.

4



1. **Calendar System**—Indicate the *predominant* calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at this institution and the term of each program is different, check "Differs Program by Program."

2. **Location of Course Instruction**—Indicate all locations where courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

3. **Types of Facilities Used for Course Instruction**—Indicate all of the types of facilities at which course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.

4. **Course Instruction at Military Installations**—Indicate whether your institution offers credit courses at military installations in States and territories and/or abroad.

5. **Admission Requirements**—This item refers to credit programs only. Check the types of information that are used as part of the selection process of students for admission to your institution. If a

standardized admission test is required, please specify.

6. **Modes of Instruction**—For any courses offered, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omits the more traditional instructional modes.

a. Experience in a job-related setting, with pay, could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program.

b. Experience in a job-related setting, without pay, could include student/practice teaching or unpaid internships.

7. **Selected Student Services**—Indicate which of the selected services are provided for students at the institution. Check "remedial services" if the institution has *either* required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.

## V. INSTRUCTIONS FOR PART C PROGRAM OFFERINGS AND CHARGES

1. **Enrollment of Full-Time Students**—Indicate if your institution enrolls students on a full-time basis.

2. **Application Fee**—If your institution charges an application fee, please indicate the amount.

3. **Basis for Charging Full-Time Students**—Indicate the method by which full-time students most frequently are charged.

4. **Total Enrollment**—Please provide the total number of students enrolled in your institution as of October 15 of the current year.

5. **Number of Programs**—Please provide the total number of programs that your institution offers.

6. **Length of Programs**—Indicate whether your institution offers programs that are greater than 600 contact hours in length.

7. **Largest Programs**—Please provide the title, Classification of Instructional Program (CIP) code, tuition and fees, length of program in contact hours, and enrollment for the three programs with the largest enrollment in your institution as of October 15, 1985.

a. Enter the title of the program as designated by your institution.

b. Refer to the attached list of CIP program codes and titles. Match your program title as closely as possible with a program on this list. Enter the corresponding 6-digit code in the appropriate space.

c. For each of the other fields, complete the data as requested.

8. **Average Cost of Attendance Information**—Enter, in the spaces provided, the average amounts a typical student would expect to pay/spend to attend your institution.

## VI. INSTRUCTIONS FOR PART D PARTICIPATION IN FEDERAL PROGRAMS

1. **Eligibility for Federal Programs**—Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.

2. **Job Training Partnership Act**—Indicate whether this institution offers instruction through the Job Training Partnership Act (JTPA).



2.2	MLTAB	MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)	17.2	BBT	SPECIALIST IN BLOOD BANK TECHNOLOGY
2.3	AHE	ALLIED HEALTH EDUCATION (private schools and programs)	17.3	CYTO	CYTOTECHNOLOGIST
Accrediting Commission on Education for Health Services Administration			17.4	DMS	DIAGNOSTIC MEDICAL SONOGRAPHER
3.1	HSA	HEALTH SERVICES ADMINISTRATION (graduate degree programs)	17.5	EEG	ELECTROENCEPHALOGRAPHIC TECHNOLOGIST
Accrediting Council on Education in Journalism and Mass Communication			17.6	EMT	EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC
4.1	JOUR	JOURNALISM (professional, baccalaureate and graduate degree programs)	17.7	HT	HISTOLOGIC TECHNICIAN/TECHNOLOGIST
American Academy of Microbiology			17.8	MAC	MEDICAL ASSISTANT
5.1	MICB	MICROBIOLOGY (postdoctoral programs)	17.9	MLTAD	MEDICAL LABORATORY TECHNICIAN (associate degree)
American Assembly of Collegiate Schools of Business			17.10	MLTC	MEDICAL LABORATORY TECHNICIAN (certificate)
6.1	BUS	BUSINESS (baccalaureate and graduate programs in business and management)	17.11	MRA	MEDICAL RECORD ADMINISTRATOR
6.2	BUSA	BUSINESS (baccalaureate and master's programs in accountancy)	17.12	MRT	MEDICAL RECORD TECHNICIAN
American Association of Bible Colleges			17.13	MT	MEDICAL TECHNOLOGIST
7.1	BI	BIBLE COLLEGE EDUCATION (Bible colleges and institutes offering undergraduate programs)	17.14	NMT	NUCLEAR MEDICINE TECHNOLOGIST
American Association for Marriage and Family Therapy			17.15	OMA	OPHTHALMIC MEDICAL ASSISTANT
8.1	MFCC	MARRIAGE AND FAMILY THERAPY (clinical training programs)	17.16	OT	OCCUPATIONAL THERAPIST
8.2	MFCD	MARRIAGE AND FAMILY THERAPY (graduate degree programs)	17.17	PERF	PERFUSIONIST
American Association of Nurse Anesthetists			17.18	RAD	RADIOGRAPHER
9.1	ANEST	NURSE ANESTHESIA (professional schools/programs)	17.19	RSTH	RESPIRATORY THERAPIST
American Bar Association			17.20	RSTHT	RESPIRATORY THERAPY TECHNICIAN
10.1	LAW	LAW (professional schools)	17.21	RTT	RADIATION THERAPY TECHNOLOGIST
American Board of Funeral Service Education			17.22	SURGA	SURGEON'S ASSISTANT
11.1	FUSER	FUNERAL SERVICE EDUCATION (Independent schools and collegiate departments)	17.23	SURGT	SURGICAL TECHNOLOGIST
American College of Nurse-Midwives			American Optometric Association		
12.1	MIDWF	NURSE MIDWIFERY (basic education programs)	18.1	OPT	OPTOMETRY (professional programs)
American Council on Pharmaceutical Education			18.2	OPTR	OPTOMETRY (residency programs)
13.1	PHAR	PHARMACY (professional degree programs)	18.3	OPTT	OPTOMETRY (technician programs)
American Dental Association			American Osteopathic Association		
14.1	DA	DENTAL ASSISTING	19.1	OSTEO	OSTEOPATHIC MEDICINE (programs leading to D.O. degree)
14.2	DH	DENTAL HYGIENE	American Physical Therapy Association		
14.3	DT	DENTAL TECHNOLOGY	20.1	PTA	PHYSICAL THERAPY (professional programs)
14.4	DENT	DENTISTRY (programs leading to D.D.S. or D.M.D. degrees and advanced general dentistry and dental specialty programs and general practice residency programs)	20.2	PTAA	PHYSICAL THERAPY (programs for physical therapist assistant)
American Dietetic Association			American Podiatric Medical Association		
15.1	DIET	DIETETICS (coordinated undergraduate programs)	21.1	POD	PODIATRY (professional and graduate degree programs)
15.2	DIETI	DIETETICS (postbaccalaureate internship programs)	American Psychological Association		
			22.1	CLPSY	PSYCHOLOGY, CLINICAL (doctoral programs)
			22.2	COPSY	PSYCHOLOGY, COUNSELING (doctoral programs)
			22.3	IPSY	PSYCHOLOGY, PROFESSIONAL (predoctoral internship programs)
			22.4	PSPSY	PSYCHOLOGY, PROFESSIONAL/SCIENTIFIC (doctoral programs)
			22.5	SCPSY	PSYCHOLOGY, SCHOOL (doctoral programs)
			American Society of Landscape Architects		
			23.1	LSAR	LANDSCAPE ARCHITECTURE (undergraduate and graduate degree programs)





		ter's degree programs)			National Accrediting Commission of Cosmetology Arts and Sciences
25.1	ADVET	American Veterinary Medical Association VETERINARY MEDICINE (two-year program for the animal technician)	36.1	COSME	COSMETOLOGY
25.2	VET	VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)			National Architectural Accrediting Board, Inc.
		Association for Clinical Pastoral Education	37.1	ARCH	ARCHITECTURE (professional degree programs)
26.1	PAST	CLINICAL PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)			National Association of Practical Nurse Education and Service, Inc.
		Association of Advanced Rabbinical and Talmudic Schools	38.1	PNE	NURSING (practical nurse programs)
27.1	RABN	RABBINICAL AND TALMUDIC EDUCATION (advanced Rabbinical and Talmudic schools)			National Association of Schools of Art and Design
		Association of Independent Colleges and Schools	39.1	ART	ART (professional schools and programs)
28.1	JRCB	BUSINESS (private junior colleges and business schools)			National Association of Schools of Dance
28.2	SRCB	BUSINESS (private senior colleges and business schools)	40.1	DANCE	DANCE (professional schools and programs)
28.3	PPB	BUSINESS (private postsecondary schools and programs)			National Association of Schools of Music
		Association of Theological Schools in the United States and Canada	41.1	MUS	MUSIC (baccalaureate and graduate degree programs)
29.1	THEOL	THEOLOGY (graduate schools of theology)			National Association of Schools of Theatre
		Council on Chiropractic Education	42.1	THEA	THEATRE (professional schools and programs)
30.1	CHIRO	CHIROPRACTIC (programs leading to D.C. degree)			National Association of Trade and Technical Schools
		Council on Education for Public Health	43.1	NATTS	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (associate and baccalaureate degree programs)
31.1	CHE	COMMUNITY HEALTH EDUCATION (graduate programs)	43.2	NDNAT	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (non-degree programs)
31.2	CHPM	COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)			National Council for Accreditation of Teacher Education
31.3	PH	PUBLIC HEALTH (graduate schools of public health)	44.1	TED	TEACHER EDUCATION (baccalaureate and graduate degree programs)
		Council on Social Work Education			National Home Study Council
32.1	SW	SOCIAL WORK (baccalaureate and master's degree programs)	45.1	NHSC	HOME STUDY EDUCATION (associate and higher degree programs)
		Foundation for Interior Design Education Research			National League for Nursing, Inc.
33.1	FIDER	INTERIOR DESIGN (professional and technical programs)	46.1	ADNUR	NURSING (associate degree programs)
		Liaison Committee on Medical Education	46.2	DNUR	NURSING (diploma programs)
34.1	MED	MEDICINE (programs leading to M.D. degree)	46.3	NUR	NURSING (baccalaureate and higher degree programs)
		National Accreditation Council for Agencies Serving the Blind and Visually Handicapped	46.4	PNUR	NURSING (practical nurse programs)
35.1	BVH	BLIND AND VISUALLY HANDICAPPED ED-			Society of American Foresters
			47.1	FOR	FORESTRY (baccalaureate and higher professional degree programs)
					Commission on Opticianry Accreditation
			48.1	OPD	OPTICIANRY (2-year programs for the ophthalmic dispenser)
			48.2	OPLT	OPTICIANRY (1-year program for the ophthalmic laboratory technician)



**ABROAD.** Any geographic location not included in the aggregate United States.

**ACADEMIC PROGRAM.** Instructional program of a professional or non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

**ACADEMIC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

**ACCREDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

**ADMINISTRATIVELY EQUAL INSTITUTION.** Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a systems office but does not report to any other institution.

**ADMISSION TEST SCORES.** Scores on standardized admissions tests or special admission tests.

**ASSOCIATE'S DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**AVOCATIONAL PROGRAMS.** Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, or result in occupationally specific skills.

**BRANCH INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**CENTRAL OFFICE OR SYSTEM OFFICE.** The administrative body or component responsible for supervision of a multi-institutional system.

**CERTIFICATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**CHIEF ADMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing board.

**CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS).** NCES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and State school systems and postsecondary institutions.

**COLLEGE WORK STUDY PROGRAM (CWS).** (Public Law 89-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-C; 42 U.S. Code sec. 275-1976.) A program designed to stimulate and promote the part-time employment of students with great financial need in eligible institutions of higher education who need earnings from employment to finance their course of study. This program provides grants to institutions for partial reimbursement of wages paid to students.

**CONTACT HOUR.** A unit of measure that represents an hour of scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

**CREDIT.** Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide appropriate care and protection of infants, preschool, and school age children so their parents can participate in postsecondary educational programs.

**DEGREE.** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or merit.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

**FOUR-ONE-FOUR PLAN.** The 4-1-4 calendar consists of 4 courses taken for four months, 1 course taken for one month, and 4 courses taken for four months. There may be an additional summer session.

**FULL-TIME STUDENT.** A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

**GUARANTEED STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS (FISL).** (Public Law 89-329, as amended, Public Law 91-95, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-B; 20 U.S. Code, sec. 1071 - 1976.) Provides for low-interest deferred loans for students attending nearly 4,600 eligible institutions of higher education in the United States and abroad as well as about 4,300 vocational, technical, business, and trade schools.

**HEARING IMPAIRED.** Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

**HIGHER EDUCATION ASSISTANCE LOAN (HEAL).** Program provides Federally insured loans to students attending eligible health professions schools. Sec. 730 of the PHS Act requires HEAL schools to maintain records on students' loans granted under this program.

**HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

**HOME STUDY.** Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation.



programs (1965) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

**LOCAL EDUCATIONAL AGENCY (LEA).** A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in: (1) a city, county, township, school district, or other political subdivision of a State; (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

**MILITARY INSTALLATIONS.** One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marines, or Coast Guard, including Reserves and National Guard.

**MOBILITY IMPAIRED.** Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place or any person who otherwise finds stairs and other similar physical features impediments to movements.

**MULTI-INSTITUTION SYSTEM.** An institution that has either: (1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses; or (2) a primary site or main campus with one or more branches attached to it.

**NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL).** (Public Law 83-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV 42 U.S. Code sec. 2571-1976.) Helps set up funds at higher education institutions for making low-interest loans to needy graduate, undergraduate, and vocational students attending at least half time.

**NON-CREDIT COURSES.** A course or activity having no credit applicable toward a formal award, certificate, or degree.

**OFF-CAMPUS FACILITY.** A facility located some distance away from the educational institution which operates it.

**PARENT INSTITUTION.** The administrative unit or institution in a multi-institutional system through which all the system's institutions, branches, and programs are linked.

**PART-TIME STUDENT.** A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week.

**PELL GRANTS.** (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV, 20 U.S. Code, sec. 1070a-1976.) A source of Federal student financial aid that provides eligible undergraduate students with a floor of financial aid to help them defray the cost of postsecondary education. At full funding, the program provides grants for a minimum of \$200 and a maximum of \$1,800 to students, less expected family contribution, but not to exceed one-half of the cost of attendance, including tuition and fees, books and supplies, room and board, and a personal allowance. (Note: Grant limitations are subject to change with revised legislation.)

**PLACEMENT SERVICE FOR PROGRAM COMPLETERS.** Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA**

**AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS.** The secondary level of instruction of at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

**POSTSECONDARY CERTIFICATE, AWARD, OR DIPLOMA (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS).** Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

**POSTSECONDARY EDUCATION.** The provision of formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**PREDOMINANT CALENDAR SYSTEM.** The method by which an institution structures most of its courses for the calendar year.

**PROGRAM.** A combination of courses and related activities organized for the attainment of broad education objectives as described by the institution.

**PROGRAM WITH NO FORMAL AWARD.** Any formally organized program with stated occupational objectives and well defined completion requirements that does not lead to a formal award.

**QUARTER CALENDAR SYSTEM.** An academic year consisting of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

**REMEDIAL INSTRUCTIONAL PROGRAM.** Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**SINGLE INSTITUTION.** A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration and governance and record keeping are at one site.

**SPECIAL ADMISSIONS TEST.** Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

**STANDARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG).** Public Law 92-318, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV, Subpart A-2, 20 U.S. Code, sec. 1070b - 1976.) Federal grants that provide financial assistance to high-school graduates with exceptional financial need to enable them to attend college. The grants are made directly to institutions of higher education, which select students for the awards. Grants awarded to students shall not exceed \$1,500 per year or one-half the amount of other student aid provided by the institution. However, every grant must be matched by the institution from any



and Direct Student Loans) or from public or private scholarships. Undergraduates must be enrolled on at least a half-time basis. Graduate students are not eligible for support under this program. (Note: Grant limitations are subject to change with revised legislation.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** Standardized test designed to determine an applicant's ability to benefit from instruction in English.

**TRIMESTER.** An academic year consisting of 3 terms of about 15 weeks each.

**TUITION AND REQUIRED FEES.**

Tuition: Amount of money charged to students for instruc-

per course, or per credit.

**Required Fees:** Fixed sum charged to students for items covered by tuition and required of such a large portion of all students that the student who does not pay the charge is an exception.

**VETERANS ADMINISTRATION EDUCATION BENEFITS (VA).** Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving wives and children, discharged veterans, and active armed-services employees in special programs.

**VISUALLY IMPAIRED.** Any person whose sight loss is sufficiently severe to adversely affect educational performance.





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# **IPEDS**

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INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM

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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For other institutions, it is voluntary and authorized by U.S.C. 1221 e-1. See instructions for further information.



Identification Number.

Name of Respondent

Title:

Phone Number:

SECTION I: PROGRAM COMPLETIONS

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less than 2 Academic Years	
	Men (3)	Women (4)	Men (5)	Women (6)
(2)				


LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

Total (Sum of 6-digit specialties)				

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:

0-1	Non-Resident Alien				
0-2	Black, Non-Hispanic				
0-3	American Indian or Alaskan Native				
0-4	Asian or Pacific Islander				
0-5	Hispanic				
0-6	White, Non-Hispanic				



July 1, 1986 - June 30, 1987

Institution:  
Address:

Phone Number:

PART A, SECTION I: PROGRAM COMPLETIONS

CIP Code	Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But less than 2 Academic Years	
		Men (3)	Women (4)	Men (5)	Women (6)
(1)	(2)				

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

.0000	Total (Sum of 6-digit specialties)				

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:

.0000-1	Non-Resident Alien				
.0000-2	Black, Non-Hispanic				
.0000-3	American Indian or Alaskan Native				
.0000-4	Asian or Pacific Islander				
.0000-5	Hispanic				
.0000-6	White, Non-Hispanic				





PART A, SECTION I: CONTINUED

CIP Code	Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less than 2 Academic Years	
		Men (3)	Women (4)	Men (5)	Women (6)
(1)	(2)				

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

.0000	Total (Sum of 6-digit specialties)				
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:					
.0000-1	Non-Resident Alien				
.0000-2	Black, Non-Hispanic				
.0000-3	American Indian or Alaskan Native				
.0000-4	Asian or Pacific Islander				
.0000-5	Hispanic				
.0000-6	White, Non-Hispanic				



**PART A, SECTION II: ADDITIONAL PROGRAMS**

CIP Code (1)	Program Title (2)	Awards of Less Than 1 Academic Year		Awards of At Least 1 But less Than 2 Academic Years	
		Men (3)	Women (4)	Men (5)	Women (6)

PLEASE WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE:

.0000	Total (Sum of 6-digit specialties)				

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABOVE

.0000-1	Non-Resident Alien				
.0000-2	Black, Non-Hispanic				
.0000-3	American Indian or Alaskan Native				
.0000-4	Asian or Pacific Islander				
.0000-5	Hispanic				
.0000-6	White, Non-Hispanic				



Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

II. PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1986 and June 30, 1987 should be reported on this form. Report only those awards which are actually conferred. Awards earned but not yet conferred during this time period should be reported in next year's survey.

III. INSTRUCTIONS FOR PART A

Part A applies to award levels ranging from postsecondary certificates of less than one year to those of at least 1 but less than 2 academic years.

A. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP program titles is included in the IPEDS package.

B. Section 1. Program Completions. This section of the survey form includes a preprinted list of all program titles and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.

If awards were conferred in a program specialty that is not listed, please do the following:

1. Refer to the CIP listing and select the CIP program title that most closely represents your program.
2. Enter the 6-digit CIP code and your exact program title in the spaces provided.
3. If no title on the CIP list can be used to describe your program, either:
  - a. enter the data under the "general" category (0101) or
  - b. enter the exact title of your program and assign the 4-digit code, 9999, following the 2-digit number preprinted in column 1. DO NOT develop any other new code numbers.
4. Enter the number of awards conferred during the reporting period in the appropriate columns.

Programs are coded by 6-digit numbers. Key punching is done according to code number and any manual change will result in improper coding.



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  - b. enter the exact title of your program and assign the 4-digit code, 9999, following the 2-digit number preprinted in column 1. DO NOT develop any other new code numbers.
4. Enter the number of awards conferred during the reporting period in the appropriate columns.

Programs are coded by 6-digit numbers. Key punching is done according to code number and any manual change will result in improper coding.





C. Section II. Additional Programs. If awards were conferred in programs that were not preprinted in Section I, please do the following:

1. Refer to the CIP listing for the appropriate 2-digit discipline code. Enter this 2-digit code and the discipline division title where indicated.
2. Using the CIP list, enter in columns 1 and 2, the 6-digit CIP code that most closely represents your program and your exact program title for those specialties in which awards were conferred.
3. Enter the number of awards conferred during the reporting period in the appropriate columns.

D. Award Categories. Report all postsecondary awards, and certificates as follows:

1. In columns 3 and 4, report those of less than one academic year;
2. In columns 5 and 6, report those requiring at least 1 but less than 2 academic years.

E. Classification of Awards According to Major Field of Study.

1. Specific Classification. Classify awards as specifically as the list of programs in the broad discipline divisions of the report form permits. Thus, report completions in business administration with an accounting major in Accounting (06.0201), NOT in Business and Management, General (06.0101).
2. Completions of Two Independent Programs. If a student receives two awards for completing two programs in two totally independent courses of study (e.g., Small Business Management and Computer Programming) report both completions, each in its appropriate category.

#### IV. CATEGORIZATION OF STUDENTS BY RACIAL/ETHNIC STATUS AND SEX.

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. (See Voluntary versus Required Reporting.)

A. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.

B. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien. A person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens, who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, on the lines provided, rather than in any of the five racial/ethnic categories which follow.



American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

C. Assignment to Categories: For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

#### V. CHECKING THE FORM

This form was designed to simplify the checking to see that both the program specialties and the racial/ethnic categories add to the total for a discipline division. By adding down the specialty lines and up the racial/ethnic lines, both should result in the same division totals. Please be sure that these additions are verified prior to returning the form. This will reduce the need for this office to ask for clarification later.

Note that there are no grand total lines on the form. These totals will be generated by computer during the edit process; therefore, be sure to include all pages when returning the form.



civil rights laws applicable to institutions of higher education, the Office for Civil Rights (OCR) has been collecting award or degree data similar to that collected under IPEDS on a mandatory basis.

In order to lighten the burden on reporting institutions by eliminating the considerable duplication of effort in reporting award or degree data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey in order that the data may represent the entire universe of higher education.

## FILING INSTRUCTIONS – COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of Title VI regulations of other Federal agencies, authorize collection of this information.

### 100.6 Compliance Information

#### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.



The following definitions are arranged in alphabetical order:

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (less than 1 year). Requires the completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least one but less than two academic years work). Requires completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

PROGRAM. A combination of courses and related activities organized for the attainment of broad education objectives as described by the institution.





# Classification of Instructional Programs— 1985

- 01.01 Agricultural Business and Management
  - 01 0101 Agricultural Business and Management, General
  - 01 0102 Agricultural Business
  - 01 0103 Agricultural Economics
  - 01 0104 Farm and Ranch Management
  - 01 0199 Agricultural Business and Management, Other
- 01.02 Agricultural Mechanics
  - 01 0201 Agricultural Mechanics, General
  - 01 0202 Agricultural Electrification, Power, and Controls
  - 01 0203 Agricultural Mechanics, Construction, and Maintenance Skills
  - 01 0204 Agricultural Power Machinery
  - 01 0205 Agricultural Structures, Equipment, and Facilities
  - 01 0206 Soil and Water Mechanical Practices
  - 01 0299 Agricultural Mechanics, Other
- 01.03 Agricultural Production
  - 01 0301 Agricultural Production, General
  - 01 0302 Animal Production
  - 01 0303 Aquaculture
  - 01 0304 Crop Production
  - 01 0305 Game Farm Management
  - 01 0399 Agricultural Production, Other
- 01.04 Agricultural Products and Processing
  - 01 0401 Agricultural Products and Processing, General
  - 01 0402 Food Products
  - 01 0499 Agricultural Products and Processing, Other
- 01.05 Agricultural Services and Supplies
  - 01 0501 Agricultural Services and Supplies, General
  - 01 0502 Agricultural Services
  - 01 0503 Agricultural Supplies Marketing
  - 01 0504 Pet Grooming
  - 01 0505 Animal Training
  - 01 0506 Horseshoeing
  - 01 0507 Horse Handling and Care
  - 01 0599 Agricultural Services and Supplies, Other
- 01.06 Horticulture
  - 01 0601 Horticulture, General
  - 01 0602 Arboriculture
  - 01 0603 Ornamental Horticulture
  - 01 0604 Greenhouse Operation and Management
  - 01 0605 Landscaping
  - 01 0606 Nursery Operation and Management
  - 01 0607 Turf Management
  - 01 0699 Horticulture, Other
- 01.07 International Agriculture
  - 01 0701 International Agriculture
- 01.99 Agribusiness and Agricultural Production, Other
  - 01 9999 Agribusiness and Agricultural Production, Other

## 02. AGRICULTURAL SCIENCES

- 02.01 Agricultural Sciences, General
  - 02 0101 Agricultural Sciences, General
- 02.02 Animal Sciences
  - 02 0201 Animal Sciences, General

- 02 0200 Dairy
- 02 0208 Livestock
- 02 0209 Poultry
- 02 0299 Animal Sciences, Other
- 02.03 Food Sciences
  - 02 0301 Food Sciences
- 02.04 Plant Sciences
  - 02 0401 Plant Sciences, General
  - 02 0402 Agronomy
  - 02 0403 Horticulture Science
  - 02 0408 Plant Protection (Pest Management)
  - 02 0409 Range Management
  - 02 0499 Plant Sciences, Other
- 02.05 Soil Sciences
  - 02 0501 Soil Sciences
- 02.99 Agricultural Sciences, Other
  - 02 0299 Agricultural Sciences, Other

## 03. RENEWABLE NATURAL RESOURCES

- 03.01 Renewable Natural Resources, General
  - 03 0101 Renewable Natural Resources, General
- 03.02 Conservation and Regulation
  - 03 0201 Conservation and Regulation, General
  - 03 0202 Conservation
  - 03 0203 Resources Protection and Regulation
  - 03 0299 Conservation and Regulation, Other
- 03.03 Fishing and Fisheries
  - 03 0301 Fishing and Fisheries
  - 03 0302 Commercial Fishing Operations (see 49.0303)
- 03.04 Forestry Production and Processing
  - 03 0401 Forestry Production and Processing, General
  - 03 0402 Forest Production
  - 03 0403 Forest Products Utilization
  - 03 0404 Forest Products Processing Technology
  - 03 0405 Logging
  - 03 0499 Forestry Production and Processing, Other
- 03.05 Forestry and Related Sciences
  - 03 0501 Forestry and Related Sciences, General
  - 03 0502 Forestry Science
  - 03 0504 Forest Engineering
  - 03 0506 Forest Management
  - 03 0509 Wood Science
  - 03 0599 Forestry and Related Sciences, Other
- 03.06 Wildlife Management
  - 03 0601 Wildlife Management
- 03.99 Renewable Natural Resources, Other
  - 03 9999 Renewable Natural Resources, Other

## 04. ARCHITECTURE AND ENVIRONMENTAL DESIGN

- 04.01 Architecture and Environmental Design
  - 04 0101 Architecture and Environmental Design, General
- 04.02 Architecture
  - 04 0201 Architecture
- 04.03 City, Community, and Regional Planning
  - 04 0301 City, Community, and Regional Planning
- 04.04 Environmental Design
  - 04 0401 Environmental Design

- 04.06 Landscape Architecture
  - 04.0601 Landscape Architecture
- 04.07 Urban Design
  - 04.0701 Urban Design
- 04.08 Land Use Management and Reclamation
  - 04.0801 Land Use Management and Reclamation
- 04.99 Architecture and Environmental Design, Other
  - 04.9999 Architecture and Environmental Design, Other

## 05. AREA AND ETHNIC STUDIES

- 05.01 Area Studies
  - 05.0101 African Studies
  - 05.0102 American Studies
  - 05.0103 Asian Studies, General
  - 05.0104 East Asian Studies
  - 05.0105 Eastern European Studies
  - 05.0106 European Studies, General
  - 05.0107 Latin American Studies
  - 05.0108 Middle Eastern Studies
  - 05.0109 Pacific Area Studies
  - 05.0110 Russian and Slavic Studies
  - 05.0111 Scandinavian Studies
  - 05.0112 South Asian Studies
  - 05.0113 Southeast Asian Studies
  - 05.0114 Western European Studies
  - 05.0115 Canadian Studies
  - 05.0199 Area Studies, Other
- 05.02 Ethnic Studies
  - 05.0201 Afro-American (Black) Studies
  - 05.0202 American Indian Studies
  - 05.0203 Hispanic-American Studies
  - 05.0204 Islamic Studies
  - 05.0205 Jewish Studies
  - 05.0299 Ethnic Studies, Other
- 05.99 Area and Ethnic Studies, Other
  - 05.9999 Area and Ethnic Studies, Other

## 06. BUSINESS AND MANAGEMENT

- 06.01 Business and Management, General
  - 06.0101 Business and Management, General
- 06.02 Accounting
  - 06.0201 Accounting
- 06.03 Banking and Finance
  - 06.0301 Banking and Finance
- 06.04 Business Administration and Management
  - 06.0401 Business Administration and Management, General
  - 06.0402 Contract Management and Procurement/Purchasing
  - 06.0403 Product Management
  - 06.0499 Business Administration and Management, Other
- 06.05 Business Economics
  - 06.0501 Business Economics
- 06.06 Human Resources Development
  - 06.0601 Human Resources Development
- 06.07 Institutional Management
  - 06.0701 Hotel/Motel Management
  - 06.0702 Recreational Enterprises Management
  - 06.0703 Resort Management
  - 06.0704 Restaurant Management
  - 06.0705 Transportation Management

- 06.0801 Insurance and Risk Management
- 06.09 International Business Management
  - 06.0901 International Business Management
- 06.10 Investments and Securities
  - 06.1001 Investments and Securities
- 06.11 Labor/Industrial Relations
  - 06.1101 Labor/Industrial Relations
- 06.12 Management Information Systems
  - 06.1201 Management Information Systems
- 06.13 Management Science
  - 06.1302 Operations Research (Quantitative Methods)
  - 06.1303 Management Science, General
  - 06.1399 Management Science, Other
- 06.14 Marketing Management and Research
  - 06.1401 Marketing Management
  - 06.1402 Marketing Research
  - 06.1499 Marketing Management and Research, Other
- 06.15 Organizational Behavior
  - 06.1501 Organizational Behavior
- 06.16 Personnel Management
  - 06.1601 Personnel Management
- 06.17 Real Estate
  - 06.1701 Real Estate
- 06.18 Small Business Management and Ownership
  - 06.1801 Small Business Management and Ownership
- 06.19 Taxation
  - 06.1901 Taxation
- 06.20 Trade and Industrial Supervision and Management
  - 06.2001 Trade and Industrial Supervision and Management
- 06.21 Computer Installation Management
  - 06.2101 Computer Installation Management
- 06.99 Business and Management, Other
  - 06.9999 Business and Management, Other

## 07. BUSINESS (ADMINISTRATIVE SUPPORT)

- 07.01 Accounting, Bookkeeping, and Related Programs
  - 07.0101 Accounting, Bookkeeping, and Related Programs, General
  - 07.0102 Accounting and Computing
  - 07.0103 Bookkeeping
  - 07.0104 Machine Billing, Bookkeeping, and Computing
  - 07.0199 Accounting, Bookkeeping, and Related Programs, Other
- 07.02 Banking and Related Financial Programs
  - 07.0201 Banking and Related Financial Programs, General
  - 07.0203 Insurance Clerk
  - 07.0205 Teller
  - 07.0299 Banking and Related Financial Programs, Other
- 07.03 Business Data Processing and Related Programs
  - 07.0301 Business Data Processing and Related Programs, General
  - 07.0302 Business Computer and Console Operation
  - 07.0303 Business Data Entry Equipment Operation
  - 07.0304 Business Data Peripheral Equipment Operation
  - 07.0305 Business Data Programming

- 07 0399 Business Data Processing and Related Programs. Other
- 07.04 Office Supervision and Management
  - 07 0401 Office Supervision and Management
- 07.05 Personnel and Training Programs
  - 07 0501 Personnel and Training Programs, General
  - 07 0502 Training Assisting
  - 07 0503 Personnel Assisting
  - 07 0599 Personnel and Training Programs, Other
- 07.06 Secretarial and Related Programs
  - 07 0601 Secretarial and Related Programs, General
  - 07 0602 Court Reporting
  - 07 0603 Executive Secretarial
  - 07 0604 Legal Secretarial
  - 07 0605 Medical Secretarial
  - 07 0606 Secretarial
  - 07 0607 Stenographic
  - 07 0699 Secretarial and Related Programs, Other
- 07.07 Typing, General Office, and Related Programs
  - 07 0701 Typing, General Office, and Related Programs, General
  - 07 0702 Clerk-Typist
  - 07 0703 Correspondence Clerk
  - 07 0704 Duplicating Machine Operation
  - 07 0705 General Office Clerk
  - 07 0707 Receptionist and Communication Systems Operation
  - 07 0708 Shipping, Receiving, and Stock Clerk
  - 07 0709 Traffic, Rate, and Transportation Clerk
  - 07 0799 Typing, General Office, and Related Programs, Other
- 07.08 Word Processing
  - 07 0801 Word Processing
- 07.99 Business (Administrative Support), Other
  - 07 9999 Business (Administrative Support), Other

## 08. MARKETING AND DISTRIBUTION

- 08.01 Apparel and Accessories Marketing
  - 08 0101 Apparel and Accessories Marketing, General
  - 08 0102 Fashion Merchandising
  - 08 0103 Fashion Modeling
  - 08 0104 Footwear Marketing
  - 08 0105 Jewelry Marketing
  - 08 0199 Apparel and Accessories Marketing, Other
- 08.02 Business and Personal Services Marketing
  - 08 0201 Business and Personal Services Marketing, General
  - Advertising (see 09.0201)
  - 08 0202 Display
  - 08 0203 Marketing of Business or Personal Services
  - 08 0299 Business and Personal Services Marketing, Other
- 08.03 Entrepreneurship
  - 08 0301 Entrepreneurship
  - Small Business Management and Ownership (see 06.1801)
- 08.04 Financial Services Marketing
  - 08 0401 Financial Services Marketing
- 08.05 Floristry, Farm and Garden Supplies Marketing
  - 08 0501 Floristry, Farm and Garden Supplies Marketing, General
  - 08 0502 Farm and Garden Supplies Marketing
  - 08 0503 Floristry
  - 08 0599 Floristry, Farm and Garden Supplies Marketing, Other

- 08 0601 Food Marketing, General
- 08 0602 Convenience Store Marketing
- 08 0603 Specialty Foods Marketing
- 08 0604 Supermarket Marketing
- 08 0605 Wholesale Food Marketing
- 08 0699 Food Marketing, Other
- 08.07 General Marketing
  - 08 0701 Auctioneering
  - 08 0702 Industrial Sales
  - 08 0703 International Marketing
  - Marketing Management (see 06.1401)
  - Marketing Research (see 06.1401)
  - 08 0704 Purchasing
  - 08 0705 Retailing
  - 08 0706 Sales
  - 08 0707 Wholesaling
  - 08 0708 Marketing, General
  - 08 0799 General Marketing, Other
- 08.08 Home and Office Products Marketing
  - 08 0801 Home and Office Products Marketing, General
  - 08 0802 Appliance Marketing
  - 08 0803 Building Materials Marketing
  - 08 0805 Furniture Marketing
  - 08 0806 Hardware Marketing
  - 08 0807 Office Products and Equipment Marketing
  - 08 0808 Specialty Home Furnishings Marketing
  - 08 0899 Home and Office Products Marketing, Other
- 08.09 Hospitality and Recreation Marketing
  - 08 0901 Hospitality and Recreation Marketing, General
  - Hotel/Motel Management (see 06.1701)
  - 08 0902 Marketing of Hotel/Motel Services
  - 08 0903 Marketing of Recreational Services
  - Recreational Enterprises Management (see 06.0702)
  - 08 0904 Recreational Products Marketing
  - Resort Management (see 06.0701)
  - Restaurant Management (see 06.0701)
  - 08 0905 Waiter/Waitress and Related Services
  - 08 0999 Hospitality and Recreation Marketing, Other
- 08.10 Insurance Marketing
  - 08 1001 Insurance Marketing
  - Real Estate (see 06.17)
  - Real Estate (see 06.1701)
- 08.11 Transportation and Travel Marketing
  - 08 1101 Transportation and Travel Marketing, General
  - 08 1102 Transportation Marketing
  - 08 1104 Tourism
  - Transportation Management (see 06.1701)
  - 08 1105 Travel Services Marketing
  - 08 1106 Warehouse Services Marketing
  - 08 1199 Transportation and Travel Marketing, Other
- 08.12 Vehicles and Petroleum Marketing
  - 08 1201 Vehicles and Petroleum Marketing, General
  - 08 1203 Automotive Vehicles and Accessories
  - 08 1204 Petroleum Wholesaling
  - 08 1205 Recreational Vehicles and Accessories
  - 08 1206 Service Station Retailing
  - 08 1207 Vehicle Rental and Leasing
  - 08 1299 Vehicles and Petroleum Marketing, Other
- 08.99 Marketing and Distribution, Other
  - 08 9999 Marketing and Distribution, Other

- 09.03 **Communications Research**
  - 09.0301 Communications Research
- 09.04 **Journalism (Mass Communications)**
  - 09.0401 Journalism (Mass Communications)
- 09.05 **Public Relations**
  - 09.0501 Public Relations
- 09.06 **Radio/Television News Broadcasting**
  - 09.0601 Radio/Television News Broadcasting
- 09.07 **Radio/Television, General**
  - 09.0701 Radio/Television, General
- 09.08 **Telecommunications** 09.0801 Telecommunications
  - 09.0801 Telecommunications
- 09.99 **Communications, Other**
  - 09.9999 Communications, Other

## 10. COMMUNICATIONS TECHNOLOGIES

- 10.01 **Communications Technologies**
  - 10.0101 Educational Media Technology
  - 10.0102 Motion Picture Technology
  - 10.0103 Photographic Technology
  - 10.0104 Radio and Television Production and Broadcasting Technology
  - 10.0105 Sound Recording Technology
  - 10.0106 Video Technology
  - 10.0199 Communications Technologies Other

## 11. COMPUTER AND INFORMATION SCIENCES

- 11.01 **Computer and Information Sciences, General**
  - 11.0101 Computer and Information Sciences, General
- 11.02 **Computer Programming**
  - 11.0201 Computer Programming
- 11.03 **Data Processing**
  - 11.0301 Data Processing
- 11.04 **Information Sciences and Systems**
  - 11.0401 Information Sciences and Systems
- 11.05 **Systems Analysis**
  - 11.0501 Systems Analysis
- 11.06 **Microcomputer Applications**
  - 11.0601 Microcomputer Applications
- 11.99 **Computer and Information Sciences, Other**
  - 11.9999 Computer and Information Sciences Other

## 12. CONSUMER, PERSONAL AND MISCELLANEOUS SERVICES

- 12.01 **Drycleaning and Laundering Services**
  - 12.0101 Drycleaning and Laundering Services
- 12.02 **Entertainment Services**
  - 12.0202 Bartending
  - 12.0203 Card Dealing
  - 12.0204 Umpiring
  - 12.0299 Entertainment Services Other
- 12.03 **Funeral Services**
  - 12.0301 Funeral Services
- 12.04 **Personal Services**
  - 12.0401 Personal Services General
  - 12.0402 Barbering/Hairstyling
  - 12.0403 Cosmetology

- 12.9999 **Consumer, Personal and Miscellaneous Services, Other**

## 13. EDUCATION

- 13.01 **Education, General**
  - 13.0101 Education General
- 13.02 **Bilingual/Crosscultural Education**
  - 13.0201 Bilingual/Crosscultural Education
  - 13.0202 Bilingual Education Assisting
  - 13.0299 Bilingual/Crosscultural Education Other
- 13.03 **Curriculum and Instruction**
  - 13.0301 Curriculum and Instruction
- 13.04 **Education Administration**
  - 13.0401 Education Administration General
  - 13.0402 Administration of Special Education
  - 13.0403 Adult and Continuing Education Administration
  - 13.0404 Educational Supervision
  - 13.0405 Elementary and Secondary Education Administration
  - 13.0406 Higher Education Administration
  - 13.0407 Community College Education Administration
  - 13.0499 Education Administration Other
- 13.05 **Educational Media**
  - 13.0501 Educational Media
- 13.06 **Evaluation and Research**
  - 13.0601 Evaluation and Research General
  - 13.0603 Educational Statistics and Research
  - 13.0604 Educational Testing Evaluation and Measurement
  - 13.0605 Elementary and Secondary Research
  - 13.0606 Higher Education Research
  - 13.0699 Evaluation and Research Other
- 13.07 **International and Comparative Education**
  - 13.0701 International and Comparative Education
- 13.08 **School Psychology**
  - 13.0801 School Psychology
- 13.09 **Social Foundations**
  - 13.0901 Social Foundations
- 13.10 **Special Education**
  - 13.1001 Special Education General
  - 13.1002 Education of the Culturally Disadvantaged
  - 13.1003 Education of the Deaf and Hearing Impaired
  - 13.1004 Education of the Gifted and Talented
  - 13.1005 Education of the Emotionally Handicapped
  - 13.1006 Education of the Mentally Handicapped
  - 13.1007 Education of the Multiple Handicapped
  - 13.1008 Education of the Physically Handicapped
  - 13.1009 Education of the Visually Handicapped
  - 13.1010 Remedial Education
  - 13.1011 Specific Learning Disabilities
  - 13.1012 Speech Correction
  - 13.1099 Special Education Other
- 13.11 **Student Counseling and Personnel Services**
  - 13.1101 Student Counseling and Personnel Services
- 13.12 **Teacher Education, General Programs**
  - 13.1201 Adult and Continuing Education
  - 13.1202 Elementary Education

- 13 1302 Art Education
- 13 1303 Business Education
- 13 1304 Driver and Safety Education
- 13 1305 English Education
- 13 1306 Foreign Languages Education
- 13 1307 Health Education
- 13 1308 Home Economics Education
- 13 1309 Industrial Arts Education
- 13 1310 Marketing and Distributive Education
- 13 1311 Mathematics Education
- 13 1312 Music Education
- 13 1313 Nutritional Education
- 13 1314 Physical Education
- 13 1315 Reading Education
- 13 1316 Science Education
- 13 1317 Social Science Education
- 13 1318 Social Studies Education
- 13 1319 Technical Education
- 13 1320 Trade and Industrial Education
- 13 1321 Computer Education
- 13 1399 Teacher Education, Specific Subject Areas,  
Other
- 13.14 Teaching English as a Second Language/Foreign  
Language
  - 13 1401 Teaching English as a Second Language/  
Foreign Language
- 13.15 Teacher Assisting
  - 13 1501 Teacher Assisting
- 13.99 Education, Other
  - 13 9999 Education, Other

## 14. ENGINEERING

- 14.01 Engineering, General
  - 14 0101 Engineering, General
- 14.02 Aerospace, Aeronautical, and Astronautical  
Engineering
  - 14 0201 Aerospace, Aeronautical, and Astronautical  
Engineering
- 14.03 Agricultural Engineering
  - 14 0301 Agricultural Engineering
- 14.04 Architectural Engineering
  - 14 0401 Architectural Engineering
- 14.05 Bioengineering and Biomedical Engineering
  - 14 0501 Bioengineering and Biomedical Engineering
- 14.06 Ceramic Engineering
  - 14 0601 Ceramic Engineering
- 14.07 Chemical Engineering
  - 14 0701 Chemical Engineering
- 14.08 Civil Engineering
  - 14 0801 Civil Engineering
- 14.09 Computer Engineering
  - 14 0901 Computer Engineering
- 14.10 Electrical, Electronics, and Communications  
Engineering
  - 14 1001 Electrical, Electronics, and Communications  
Engineering
  - 14 1002 Microelectronic Engineering
- 14.11 Engineering Mechanics

- 14.12 Environmental Health Engineering
  - 14 1401 Environmental Health Engineering
- 14.15 Geological Engineering
  - 14 1501 Geological Engineering
- 14.16 Geophysical Engineering
  - 14 1601 Geophysical Engineering
- 14.17 Industrial Engineering
  - 14 1701 Industrial Engineering
- 14.18 Materials Engineering
  - 14 1801 Materials Engineering
- 14.19 Mechanical Engineering
  - 14 1901 Mechanical Engineering
- 14.20 Metallurgical Engineering
  - 14 2001 Metallurgical Engineering
- 14.21 Mining and Mineral Engineering
  - 14 2101 Mining and Mineral Engineering
- 14.22 Naval Architecture and Marine Engineering
  - 14 2201 Naval Architecture and Marine Engi
- 14.23 Nuclear Engineering
  - 14 2301 Nuclear Engineering
- 14.24 Ocean Engineering
  - 14 2401 Ocean Engineering
- 14.25 Petroleum Engineering
  - 14 2501 Petroleum Engineering
- 14.26 Surveying and Mapping Sciences
  - 14 2601 Surveying and Mapping Sciences
  - 14 2602 Cartography
- 14.27 Systems Engineering
  - 14 2701 Systems Engineering
- 14.28 Textile Engineering
  - 14 2801 Textile Engineering
- 14.99 Engineering, Other
  - 14 9999 Engineering, Other

## 15. ENGINEERING AND ENGINEERING RELATED TECHNOLOGIES

- 15.01 Architectural Technologies
  - 15 0101 Architectural Design and Constructi  
Technology
  - 15 0102 Architectural Interior Design Techno
  - 15 0199 Architectural Technologies, Other
- 15.02 Civil Technologies
  - 15 0201 Civil Technology
  - 15 0202 Drafting and Design Technology
  - 15 0203 Surveying and Mapping Technology
  - 15 0204 Urban Planning Technology
  - 15 0299 Civil Technologies, Other
- 15.03 Electrical and Electronic Technologies
  - 15 0301 Computer Technology
  - 15 0302 Electrical Technology
  - 15 0303 Electronic Technology
  - 15 0304 Laser Electro-Optic Technology
  - 15 0399 Electrical and Electronic Technolog
- 15.04 Electromechanical Instrumentation and Ma  
nance Technologies
  - 15 0401 Biomedical Equipment Technology
  - 15 0402 Computer Servicing Technology
  - 15 0403 Electromechanical Technology

- 15 0502 Air Pollution Control Technology
- 15 0503 Energy Conservation and Use Technology
- 15 0504 Sanitation Technology
- 15 0505 Solar Heating and Cooling Technology
- 15 0506 Water and Wastewater Technology
- 15 0599 Environmental Control Technologies, Other
- 15.06 Industrial Production Technologies
  - 15 0602 Food Processing Technology
  - 15 0603 Industrial Technology
  - 15 0606 Optical Technology
  - 15 0607 Plastic Technology
  - 15 0609 Textile Technology
  - 15 0610 Welding Technology
  - 15 0699 Industrial Production Technologies, Other
- 15.07 Quality Control and Safety Technologies
  - 15 0701 Occupational Safety and Health Technology
  - 15 0702 Quality Control Technology
  - 15 0799 Quality Control and Safety Technologies, Other
- 15.08 Mechanical and Related Technologies
  - 15 0801 Aeronautical Technology
  - 15 0803 Automotive Technology
  - 15 0804 Marine Propulsion Technology
  - 15 0805 Mechanical Design Technology
  - 15 0899 Mechanical and Related Technologies, Other
- 15.09 Mining and Petroleum Technologies
  - 15 0901 Coal Mining Technology
  - 15 0902 Mining (Excluding Coal) Technology
  - 15 0903 Petroleum Technology
  - 15 0999 Mining and Related Technologies, Other
- 15.10 Construction Technology
  - 15 1001 Construction Technology
- 15.99 Engineering and Engineering-Related Technologies, Other
  - 15 9999 Engineering and Engineering-Related Technologies, Other

## 16. FOREIGN LANGUAGES

- 16.01 Foreign Languages, Multiple Emphasis
  - 16 0101 Foreign Languages, Multiple Emphasis
- 16.02 African (Non-Semitic) Languages
  - 16 0201 African (Non-Semitic) Languages
- 16.03 Asiatic Languages
  - 16 0301 Chinese
  - 16 0302 Japanese
  - 16 0399 Asiatic Languages, Other
- 16.04 Balto-Slavic Languages
  - 16 0402 Russian
  - 16 0403 Slavic Languages (Other than Russian)
  - 16 0499 Balto-Slavic Languages, Other
- 16.05 Germanic Languages
  - 16 0501 German
  - 16 0502 Scandinavian Languages
  - 16 0599 Germanic Languages, Other
- 16.06 Greek
  - 16 0601 Greek (Classical)

- 16 0904 Portuguese
- 16 0905 Spanish
- 16 0999 Italic Languages, Other
- 16.10 Native American Languages
  - 16 1001 Native American Languages

- 16.11 Semitic Languages
  - 16 1101 Arabic
  - 16 1102 Hebrew
  - 16 1199 Semitic Languages, Other

- 16.99 Foreign Languages, Other
  - 16 9999 Foreign Languages, Other

## 17. ALLIED HEALTH

- 17.01 Dental Services
  - 17 0101 Dental Assisting
  - 17 0102 Dental Hygiene
  - 17 0103 Dental Laboratory Technology
  - 17 0199 Dental Services, Other
- 17.02 Diagnostic and Treatment Services
  - 17 0201 Cardiovascular Technology
  - 17 0202 Dialysis Technology
  - 17 0203 Electrocardiograph Technology
  - 17 0204 Electroneurophysiography Technology
  - 17 0205 Emergency Medical Technology-Ambulance
  - 17 0206 Emergency Medical Technology-Paramedic
  - 17 0207 Medical Radiation Dosimetry
  - 17 0208 Nuclear Medical Technology
  - 17 0209 Radiologic (Medical) Technology
  - 17 0210 Respiratory Therapy Technology
  - 17 0211 Surgical Technology
  - 17 0212 Diagnostic Medical Sonography
  - 17 0299 Diagnostic and Treatment Services, Other
- 17.03 Medical Laboratory Technologies
  - 17 0301 Blood Bank Technology
  - 17 0302 Chemistry Technology
  - 17 0303 Clinical Animal Technology
  - 17 0304 Clinical Laboratory Aide
  - 17 0305 Clinical Laboratory Assisting
  - 17 0306 Cytotechnology
  - 17 0307 Hematology Technology
  - 17 0308 Histologic Technology
  - 17 0309 Medical Laboratory Technology
  - 17 0310 Medical Technology
  - 17 0311 Microbiology Technology
  - 17 0399 Medical Laboratory Technologies, Other
- 17.04 Mental Health/Human Services
  - 17 0401 Alcohol/Drug Abuse Specialty
  - 17 0402 Community Health Work
  - 17 0404 Home Health Aide
  - ..... Medical Social Work (see 44.0702)
  - 17 0405 Mental Health/Human Services Assisting
  - 17 0406 Mental Health/Human Services Technology
  - 17 0407 Rehabilitation Counseling
  - 17 0408 Therapeutic Child Care Work
  - 17 0409 Population and Family Planning
  - 17 0410 Sign Language Interpreting
  - 17 0499 Mental Health/Human Services, Other
- 17.05 Miscellaneous Allied Health Services
  - 17 0502 Central Supply Technology
  - 17 0503 Medical Assisting
  - 17 0504 Medical Illustrating



- 17 0507 Pharmacy Assisting
- 17 0508 Physician Assisting
- 17 0510 Podiatric Assisting
- 17 0512 Veterinarian Assisting
- 17 0513 Health Unit Coordinating
- 17 0514 Chiropractic Assisting
- 17 0599 Miscellaneous Allied Health Services, Other
- 17.06 Nursing-Related Services
  - 17 0601 Geriatric Aide
  - 17 0602 Nursing Assisting
  - 17 0605 Practical Nursing
  - 17 0606 Health Unit Management
  - 17 0699 Nursing-Related Services, Other
- 17.07 Ophthalmic Services
  - 17 0701 Ophthalmic Dispensing
  - 17 0705 Optometric Technology
  - 17 0799 Ophthalmic Services, Other
- 17.08 Rehabilitation Services
  - 17 0801 Art Therapy
  - 17 0802 Corrective Therapy
  - 17 0803 Dance Therapy
  - 17 0804 Exercise Physiology
  - 17 0806 Music Therapy
  - 17 0807 Occupational Therapy
  - 17 0808 Occupational Therapy Assisting
  - 17 0809 Occupational Therapy Aide
  - 17 0811 Orthotics/Prosthetics
  - 17 0812 Orthopedic Assisting
  - 17 0813 Physical Therapy
  - 17 0814 Physical Therapy Aide
  - 17 0815 Physical Therapy Assisting
  - 17 0816 Recreational Therapy
  - 17 0817 Recreational Therapy Assisting
  - 17 0818 Respiratory Therapy
  - 17 0819 Respiratory Therapy Assisting
  - 17 0820 Speech/Hearing Therapy Aide
  - 17 0822 Recreational Therapy Aide
  - 17 0899 Rehabilitation Services, Other
- 17.99 Allied Health, Other
  - 17 9999 Allied Health, Other
- 18. HEALTH SCIENCES**
- 18.01 Audiology and Speech Pathology
  - 18 0101 Audiology
  - 18 0102 Speech Pathology
  - 18 0103 Speech-Language Pathology/Audiology
  - 18 0199 Audiology and Speech Pathology, Other
- 18.02 Basic Clinical Health Sciences
  - 18 0201 Clinical Anatomy
  - 18 0202 Clinical Biochemistry
  - 18 0203 Clinical Microbiology
  - 18 0204 Clinical Pathology
  - 18 0205 Clinical Physiology
  - 18 0206 Clinical Toxicology
  - 18 0299 Basic Clinical Health Sciences, Other
- 18.03 Chiropractic
  - 18 0301 Chiropractic
- 18.04 Dentistry
  - 18 0401 Dentistry, General
  - 18 0402 Dental Public Health
  - 18 0403 Endodontics
  - 18 0404 Oral/Maxial Facial Surgery
  - 18 0405 Oral Pathology
  - 18 0406 Orthodontics
- 18 0409 Prosthodontics
- 18 0499 Dentistry, Other
- 18.07 Health Services Administration
  - 18 0701 Health Services Administration
  - 18 0702 Health Care Planning
  - 18 0703 Medical Records Administration
  - 18 0799 Health Services Administration, Other
- 18.09 Medical Laboratory
  - 18 0901 Medical Laboratory
- 18.10 Medicine
  - 18 1001 Medicine, General
  - 18 1002 Allergies and Endomology
  - 18 1003 Anesthesiology
  - 18 1004 Colon and Rectal Surgery
  - 18 1005 Dermatology
  - 18 1006 Emergency Medicine
  - 18 1007 Family Practice
  - 18 1008 Geriatrics
  - 18 1009 Immunology
  - 18 1010 Internal Medicine
  - 18 1011 Neurological Surgery
  - 18 1012 Nuclear Medicine
  - 18 1013 Obstetrics and Gynecology
  - 18 1014 Ophthalmology
  - 18 1015 Orthodontic Surgery
  - 18 1016 Orthopedic
  - 18 1017 Otorhinolaryngology/Otolaryngology
  - 18 1018 Pathology
  - 18 1019 Pediatrics
  - 18 1020 Physical Medicine and Rehabilitation
  - 18 1021 Plastic Surgery
  - 18 1022 Preventive Medicine
  - 18 1023 Psychiatry
  - 18 1024 Neurology
  - 18 1025 Radiology
  - 18 1026 Surgery
  - 18 1027 Thoracic Surgery
  - 18 1028 Urology
  - 18 1029 Hematology
  - 18 1030 Sports Medicine
  - 18 1099 Medicine, Other
- 18.11 Nursing
  - 18 1101 Nursing, General
  - 18 1102 Anesthetist
  - 18 1103 Maternal/Child Health
  - 18 1104 Medical Surgical
  - 18 1105 Nursing Administration
  - 18 1106 Psychiatric/Mental Health
  - 18 1107 Public Health
  - 18 1199 Nursing, Other
- 18.12 Optometry
  - 18 1201 Optometry
- 18.13 Osteopathic Medicine
  - 18 1301 Osteopathic Medicine
- 18.14 Pharmacy
  - 18 1401 Pharmacy
- 18.15 Podiatry
  - 18 1501 Podiatry
- 18.17 Pre-Dentistry
  - 18 1701 Pre-Dentistry
- 18.18 Pre-Medicine
  - 18 1801 Pre-Medicine
- 18.19 Pre-Pharmacy
  - 18 1901 Pre-Pharmacy

18.20	Pro-Veterinary	20.0109	Home Management
18.2001	Pre-Veterinary	20.0110	Housing Home Furnishings, and Equipment
18.22	Public Health	20.0199	Consumer and Homemaking Education, Other
18.2201	Public Health Laboratory Science	20.02	Child Care and Guidance Management and Services
18.2202	Epidemiology	20.0201	Child Care and Guidance Management and Services, General
18.2203	Public Health Education	20.0202	Child Care Aide/Assisting
18.2204	Public Health Practice and Management	20.0203	Child Care Management
18.2299	Public Health, Other	20.0204	Foster Care/Family Care
18.24	Veterinary Medicine	20.0299	Child Care and Guidance Management and Services, Other
18.2401	Veterinary Medicine	20.03	Clothing, Apparel, and Textiles Management, Production, and Services
18.99	Health Sciences, Other	20.0301	Clothing, Apparel, and Textiles Management, Production, and Services, General
18.9999	Health Sciences, Other	20.0302	Clothing Maintenance Aide
19.	HOME ECONOMICS	20.0303	Commercial Garment and Apparel Construction
19.01	Home Economics, General	20.0304	Custom Apparel/Garment Seamstress
19.0101	Home Economics, General	20.0305	Custom Tailoring and Alteration
19.02	Business Home Economics	20.0306	Fashion/Fabric Coordination
19.0201	Business Home Economics	20.0308	Wedding/Specially Consulting
19.03	Family and Community Services	20.0399	Clothing, Apparel, and Textiles Management, Production, and Services, Other
19.0301	Family and Community Services	20.04	Food Production, Management and Services
19.04	Family/Consumer Resource Management	20.0401	Food Production, Management, and Services, General
19.0401	Family/Consumer Resource Management, General	20.0402	Baking
19.0402	Consumer Science	20.0403	Chef/Cook
-----	Home Management (see 20.0109)	20.0404	Dietetic Aide/Assisting
19.0499	Family/Consumer Resource Management, Other	20.0405	Food Catering
19.05	Food Sciences and Human Nutrition	20.0406	Food Service
19.0501	Food Sciences and Human Nutrition, General	20.0408	School Food Service
19.0502	Food/Food Sciences	20.0499	Food Production Management, and Services, Other
19.0503	Dietetics/Human Nutritional Services	20.05	Home Furnishings and Equipment Management, Production, and Services
19.0599	Food Sciences and Human Nutrition, Other	20.0501	Home Furnishings and Equipment Management, Production, and Services, General
19.06	Human Environment and Housing	20.0502	Custom Drapery and Window Treatment Design/Making
19.0601	Human Environment and Housing, General	20.0503	Custom Slipcovering and Upholstering
19.0602	Household Equipment	20.0504	Floral Design
19.0603	Housing	20.0505	Home Decorating
-----	Interior Design (see 04.0501)	20.0506	Home Furnishings Aide
19.0699	Human Environment and Housing, Other	20.0507	Home-Service Assisting
19.07	Individual and Family Development	20.0599	Home Furnishings and Equipment Management, Production, and Services, Other
19.0701	Individual and Family Development, General	20.06	Institutional, Home Management, and Supporting Services
-----	Child Development, Care, and Guidance (see 20.0102)	20.0601	Institutional, Home Management, and Supporting Services, General
19.0703	Family Counseling	20.0602	Companion to the Aged
19.0704	Family Relations	20.0603	Consumer Aide/Assisting
19.0705	Gerontological Services	20.0604	Custodial Services
19.0799	Individual and Family Development, Other	20.0605	Executive Housekeeping
19.09	Textiles and Clothing	20.0606	Homemaker's Aide
19.0901	Textiles and Clothing, General	20.0699	Institutional, Home Management, and Supporting Services, Other
19.0902	Fashion Design	20.99	Vocational Home Economics, Other
19.0904	Textile Science	20.9999	Vocational Home Economics, Other
19.0999	Textiles and Clothing, Other	21.	INDUSTRIAL ARTS
19.99	Home Economics, Other	21.01	Industrial Arts
19.9999	Home Economics, Other	21.0101	Industrial Arts, General
20.	VOCATIONAL HOME ECONOMICS	21.0102	Construction
20.01	Consumer and Homemaking Education	21.0103	Drafting and Design
20.0101	Comprehensive Consumer and Homemaking Education		
20.0102	Child Development, Care, and Guidance		
20.0103	Clothing and Textiles		
20.0104	Consumer Education		
20.0105	Exploratory Homemaking		
20.0106	Family/Individual Health		
20.0107	Family Living and Parenthood		
20.0108	Food and Nutrition		

- 21.0105 Energy, Power, and Transportation
- 21.0106 Graphic Arts
- 21.0107 Manufacturing/Materials Processing
- 21.0199 Industrial Arts, Other

## 22. LAW

### 22.01 Law

- 22.0101 Law
- 22.0102 Pre-Law
- 22.0103 Legal Assisting
- 22.0199 Law, Other

## 23. LETTERS

### 23.01 English, General

- 23.0101 English, General

### 23.02 Classics

- 23.0201 Classics

### 23.03 Comparative Literature

- 23.0301 Comparative Literature

### 23.04 Composition

- 23.0401 Composition

### 23.05 Creative Writing

- 23.0501 Creative Writing

### 23.06 Linguistics (Includes Phonetics, Semantics, and Philology)

- 23.0601 Linguistics (Includes Phonetics, Semantics, and Philology)

### 23.07 Literature, American

- 23.0701 Literature, American

### 23.08 Literature, English

- 23.0801 Literature, English

### 23.10 Speech, Debate, and Forensics

- 23.1001 Speech, Debate, and Forensics

### 23.11 Technical and Business Writing

- 23.1101 Technical and Business Writing

### 23.12 English as a Second Language

- 23.1201 English as a Second Language

### 23.99 Letters, Other

- 23.9999 Letters, Other

## 24. LIBERAL/GENERAL STUDIES

### 24.01 Liberal/General Studies

- 24.0101 Liberal Arts and Sciences
- 24.0102 General Studies
- 24.0199 Liberal/General Studies, Other

## 25. LIBRARY AND ARCHIVAL SCIENCES

### 25.01 Library and Archival Sciences, General

- 25.0101 Library and Archival Sciences, General

### 25.02 Archival Science

- 25.0201 Archival Science

### 25.03 Library Assisting

- 25.0301 Library Assisting

### 25.04 Library Science

- 25.0401 Library Science

### 25.05 Museology

- 25.0501 Museology

### 25.99 Library and Archival Sciences, Other

- 25.9999 Library and Archival Sciences, Other

## 26. LIFE SCIENCES

### 26.01 Biology, General

- 26.0101 Biology, General

### 26.02 Biochemistry and Biophysics

- 26.0201 Biochemistry and Biophysics
- 26.0301 Botany, General
- 26.0302 Bacteriology
- 26.0304 Plant Genetics
- 26.0305 Plant Pathology
- 26.0307 Plant Physiology
- 26.0399 Botany, Other

### 26.04 Cell and Molecular Biology

- 26.0401 Cell Biology
- 26.0402 Molecular Biology
- 26.0499 Cell and Molecular Biology, Other

### 26.05 Microbiology

- 26.0501 Microbiology

### 26.06 Miscellaneous Specialized Areas, Life Sciences

- 26.0601 Anatomy
- 26.0602 Biometrics and Biostatistics
- 26.0603 Ecology
- 26.0604 Embryology
- 26.0605 Endocrinology
- 26.0606 Histology
- 26.0607 Marine Biology
- 26.0608 Neurosciences
- 26.0609 Nutritional Sciences
- 26.0610 Parasitology
- 26.0611 Radiobiology
- 26.0612 Toxicology
- 26.0699 Miscellaneous Specialized Areas, Life Sciences, Other

### 26.07 Zoology

- 26.0701 Zoology, General
- 26.0702 Entomology
- 26.0703 Genetics, Human and Animal
- 26.0704 Pathology, Human and Animal
- 26.0705 Pharmacology, Human and Animal
- 26.0706 Physiology, Human and Animal
- 26.0799 Zoology, Other

### 26.99 Life Sciences, Other

- 26.9999 Life Sciences, Other

## 27. MATHEMATICS

### 27.01 Mathematics, General

- 27.0101 Mathematics, General

### 27.02 Actuarial Sciences

- 27.0201 Actuarial Sciences

### 27.03 Applied Mathematics

- 27.0301 Applied Mathematics

### 27.04 Pure Mathematics

- 27.0401 Pure Mathematics

### 27.05 Statistics

- 27.0501 Statistics

### 27.99 Mathematics, Other

- 27.9999 Mathematics, Other

## 28. MILITARY SCIENCES

### 28.01 Aerospace Science (Air Force)

- 28.0101 Aerospace Science (Air Force)

### 28.02 Coast Guard Science

- 28.0201 Coast Guard Science

### 28.03 Military Science (Army)

- 28.0301 Military Science (Army)

### 28.04 Naval Science (Navy, Marines)

- 28.0401 Naval Science (Navy, Marines)

28.0501 Maritime Science (Merchant Marine)

28.99 Military Sciences, Other  
28.9999 Military Sciences, Other

## 29. MILITARY TECHNOLOGIES

29.01 Military Technologies  
29.0101 Military Technologies  
29.99 Military Technologies, Other  
29.9999 Military Technologies, Other

## 30. MULTI/INTERDISCIPLINARY STUDIES

30.01 Biological and Physical Sciences  
30.0101 Biological and Physical Sciences  
30.02 Clinical Pastoral Care  
30.0201 Clinical Pastoral Care  
30.03 Engineering and Other Disciplines  
30.0301 Engineering and Other Disciplines  
30.04 Humanities and Social Sciences  
30.0401 Humanities and Social Sciences  
30.05 Peace Studies  
30.0501 Peace Studies  
30.06 Systems Science  
30.0601 Systems Science  
30.07 Women's Studies  
30.0701 Women's Studies  
30.08 Mathematics and Computer Science  
30.0801 Mathematics and Computer Science  
30.09 Imaging Science  
30.0901 Imaging Science  
30.99 Multi/Interdisciplinary Studies, Other  
30.9999 Multi/Interdisciplinary Studies, Other

## 31. PARKS AND RECREATION

31.01 Parks and Recreation, General  
31.0101 Parks and Recreation, General  
31.02 Outdoor Recreation  
31.0201 Outdoor Recreation  
31.03 Parks and Recreation Management  
31.0301 Parks and Recreation Management  
31.04 Water Resources  
31.0401 Water Resources  
31.99 Parks and Recreation, Other  
31.9999 Parks and Recreation, Other

## 32. BASIC SKILLS

32.01 Basic Skills  
32.0101 Basic Skills, General  
32.0102 Academic and Intellectual Skills  
32.0103 Communication Skills  
32.0104 Computational Skills  
32.0105 Job Seeking/Changing Skills  
32.0106 Motor Skills  
32.0107 Career Exploration  
32.0199 Basic Skills, Other

## 33. CITIZENSHIP/CIVIC ACTIVITIES

33.01 Citizenship/Civic Activities  
33.0101 Citizenship/Civic Activities, General  
33.0102 American Citizenship  
33.0103 Civic Appreciation  
33.0104 Civic Participation

## 34. HEALTH-RELATED ACTIVITIES

34.01 Health-Related Activities  
34.0101 Health-Related Activities, General  
34.0102 Birth-Related Health Practices  
34.0103 Health Enhancement Practices  
34.0104 Health Treatment/Prevention Practices  
34.0199 Health-Related Activities, Other

## 35. INTERPERSONAL SKILLS

35.01 Interpersonal Skills  
35.0101 Interpersonal Skills, General  
35.0102 Building Human Relationships  
35.0103 Perception of Others  
35.0104 Social Role Engineering  
35.0199 Interpersonal Skills, Other

## 36. LEISURE AND RECREATIONAL ACTIVITIES

36.01 Leisure and Recreational Activities  
36.0101 Leisure and Recreational Activities, General  
36.0102 Crafts (Leisure and Recreational)  
36.0103 Games  
36.0104 Hobbies  
36.0105 Housing/Home Maintenance  
36.0106 Nature Appreciation  
36.0107 Pet Care  
36.0108 Sports/Physical Education  
36.0109 Travel  
36.0199 Leisure and Recreational Activities, Other

## 37. PERSONAL AWARENESS

37.01 Personal Awareness  
37.0101 Personal Awareness, General  
37.0102 Coping Skills  
37.0103 Personal Decisionmaking  
37.0104 Self-Perception  
37.0105 Values, Attitudes, and Beliefs  
37.0199 Personal Awareness, Other

## 38. PHILOSOPHY AND RELIGION

38.01 Philosophy  
38.0101 Philosophy  
38.02 Religion  
38.0201 Religion  
38.99 Philosophy and Religion, Other  
38.9999 Philosophy and Religion, Other

## 39. THEOLOGY

39.01 Biblical Languages  
39.0101 Biblical Languages  
39.02 Bible Studies  
39.0201 Bible Studies  
39.03 Missionary Studies  
39.0301 Missionary Studies  
39.04 Religious Education  
39.0401 Religious Education  
39.05 Religious Music  
39.0501 Religious Music  
39.06 Theological Studies  
39.0601 Theological Studies  
39.99 Theology, Other  
39.9999 Theology, Other

- 40.01 Physical Sciences, General
  - 40.0101 Physical Sciences, General
- 40.02 Astronomy
  - 40.0201 Astronomy
- 40.03 Astrophysics
  - 40.0301 Astrophysics
- 40.04 Atmospheric Sciences and Meteorology
  - 40.0401 Atmospheric Sciences and Meteorology
- 40.05 Chemistry
  - 40.0501 Chemistry, General
  - 40.0502 Analytical Chemistry
  - 40.0503 Inorganic Chemistry
  - 40.0504 Organic Chemistry
  - 40.0505 Pharmaceutical Chemistry
  - 40.0506 Physical Chemistry
  - 40.0599 Chemistry, Other
- 40.06 Geological Sciences
  - 40.0601 Geology
  - 40.0602 Geochemistry
  - 40.0603 Geophysics and Seismology
  - 40.0604 Paleontology
  - 40.0699 Geological Sciences, Other
- 40.07 Miscellaneous Physical Sciences
  - 40.0701 Metallurgy
  - 40.0702 Oceanography
  - 40.0703 Earth Science
  - 40.0799 Miscellaneous Physical Sciences, Other
- 40.08 Physics
  - 40.0801 Physics, General
  - 40.0802 Atomic/Molecular Physics
  - 40.0806 Nuclear Physics
  - 40.0807 Optics
  - 40.0808 Solid State Physics
  - 40.0899 Physics, Other
- 40.09 Planetary Science
  - 40.0901 Planetary Science
- 40.99 Physical Sciences, Other
  - 40.9999 Physical Sciences, Other

## 41. SCIENCE TECHNOLOGIES

- 41.01 Biological Technologies
  - 41.0101 Biological Laboratory Technology
  - 41.0102 Oceanographic (Biological) Technology
  - 41.0199 Biological Technologies, Other
- 41.02 Nuclear Technologies
  - 41.0201 Nuclear Materials Handling Technology
  - 41.0202 Nuclear Power Plant Operation Technology
  - 41.0203 Nuclear Power Plant Radiation Control Technology
  - 41.0204 Radiologic (Physical) Technology
  - 41.0299 Nuclear Technologies, Other
- 41.03 Physical Science Technologies
  - 41.0301 Chemical Technology
  - 41.0302 Geological Technology
  - 41.0303 Metallurgical Technology
  - 41.0304 Meteorological Technology
  - 41.0305 Oceanographic (Physical) Technology
  - 41.0399 Physical Science Technologies, Other
- 41.99 Science Technologies, Other
  - 41.9999 Science Technologies, Other

## 42. PSYCHOLOGY

- 42.01 Psychology, General

- 42.02 Clinical Psychology
  - 42.0201 Clinical Psychology
- 42.03 Cognitive Psychology
  - 42.0301 Cognitive Psychology
- 42.04 Community Psychology
  - 42.0401 Community Psychology
- 42.05 Comparative Psychology
  - 42.0501 Comparative Psychology
- 42.06 Counseling Psychology
  - 42.0601 Counseling Psychology
- 42.07 Developmental Psychology
  - 42.0701 Developmental Psychology
- 42.08 Experimental Psychology
  - 42.0801 Experimental Psychology
- 42.09 Industrial and Organizational Psychology
  - 42.0901 Industrial and Organizational Psychology
- 42.10 Personality Psychology
  - 42.1001 Personality Psychology
- 42.11 Physiological Psychology
  - 42.1101 Physiological Psychology
- 42.12 Psycholinguistics
  - 42.1201 Psycholinguistics
- 42.13 Psychometrics
  - 42.1301 Psychometrics
- 42.14 Psychopharmacology
  - 42.1401 Psychopharmacology
- 42.15 Quantitative Psychology
  - 42.1501 Quantitative Psychology
- 42.16 Social Psychology
  - 42.1601 Social Psychology
- 42.99 Psychology, Other
  - 42.9999 Psychology, Other

## 43. PROTECTIVE SERVICES

- 43.01 Criminal Justice
  - 43.0101 Correctional Administration
  - 43.0102 Corrections
  - 43.0103 Criminal Justice Administration
  - 43.0104 Criminal Justice Studies
  - 43.0105 Criminal Justice Technology
  - 43.0106 Forensic Studies
  - 43.0107 Law Enforcement
  - 43.0108 Law Enforcement Administration
  - 43.0109 Security Services
  - 43.0199 Criminal Justice, Other
- 43.02 Fire Protection
  - 43.0201 Fire Control and Safety Technology
  - 43.0202 Fire Protection Administration
  - 43.0203 Firefighting
  - 43.0299 Fire Protection, Other
- 43.99 Protective Services, Other
  - 43.9999 Protective Services, Other

## 44. PUBLIC AFFAIRS

- 44.01 Public Affairs, General
  - 44.0101 Public Affairs, General
- 44.02 Community Services
  - 44.0201 Community Services
- 44.03 International Public Service
  - 44.0301 International Public Service
- 44.04 Public Administration
  - 44.0401 Public Administration

- 44.0501 Public Policy Studies
- 44.06 Public Works
  - 44.0601 Public Sanitation
  - 44.0602 Public Transportation
  - 44.0603 Public Utilities
  - 44.0699 Public Works, Other
- 44.07 Social Work
  - 44.0701 Social Work, General
  - 44.0702 Medical Social Work
  - 44.0799 Social Work, Other
- 44.99 Public Affairs, Other
  - 44.9999 Public Affairs, Other
- 45. SOCIAL SCIENCES
  - 45.01 Social Sciences, General
    - 45.0101 Social Sciences, General
  - 45.02 Anthropology
    - 45.0201 Anthropology
  - 45.03 Archeology
    - 45.0301 Archeology
    - 45.0302 Archeological Technology
  - 45.04 Criminology
    - 45.0401 Criminology
  - 45.05 Demography
    - 45.0501 Demography
  - 45.06 Economics
    - 45.0601 Economics
  - 45.07 Geography
    - 45.0701 Geography
  - 45.08 History
    - 45.0801 History
  - 45.09 International Relations
    - 45.0901 International Relations
  - 45.10 Political Science and Government
    - 45.1001 Political Science and Government
  - 45.11 Sociology
    - 45.1101 Sociology
  - 45.12 Urban Studies
    - 45.1201 Urban Studies
  - 45.99 Social Sciences, Other
    - 45.9999 Social Sciences, Other
- 46. CONSTRUCTION TRADES
  - 46.01 Brickmasonry, Stonemasonry, and Tile Setting
    - 46.0101 Brickmasonry, Stonemasonry, and Tile Setting, General
    - 46.0102 Brickmasonry, Block, and Stonemasonry
    - 46.0103 Tile Setting
    - 46.0199 Brickmasonry, Stonemasonry, and Tile Setting, Other
  - 46.02 Carpentry
    - 46.0201 Carpentry
  - 46.03 Electrical and Power Transmission Installation
    - 46.0301 Electrical and Power Transmission Installation, General
    - 46.0302 Electrician
    - 46.0303 Lineworker
    - 46.0399 Electrical and Power Transmission Installation, Other
  - 46.04 Miscellaneous Construction Trades and Property Maintenance
    - 46.0401 Building and Property Maintenance
    - 46.0402 Concrete Placing and Finishing

- 46.0404 Drywall Installation
- 46.0405 Floor Covering Installation
- 46.0406 Glazing
- 46.0407 Insulation Installation
- 46.0408 Painting and Decorating
- 46.0409 Plastering
- 46.0410 Roofing
- 46.0499 Miscellaneous Construction Trades and Property Maintenance, Other
- 46.05 Plumbing, Pipefitting, and Steamfitting
  - 46.0501 Plumbing, Pipefitting, and Steamfitting, General
  - 46.0502 Pipefitting and Steamfitting
  - 46.0503 Plumbing
  - 46.0599 Plumbing, Pipefitting and Steamfitting, Other
- 46.99 Construction Trades, Other
  - 46.9999 Construction Trades, Other
- 47. MECHANICS AND REPAIRERS
  - 47.01 Electrical and Electronics Equipment Repair
    - 47.0101 Electrical and Electronics Equipment Repair, General
    - 47.0102 Business Machine Repair
    - 47.0103 Communication Electronics
    - 47.0104 Computer Electronics
    - 47.0105 Industrial Electronics
    - 47.0106 Major Appliance Repair
    - 47.0107 Motor Repair
    - 47.0108 Small Appliance Repair
    - 47.0109 Vending and Recreational Machine Repair
    - 47.0199 Electrical and Electronics Equipment Repair, Other
  - 47.02 Heating, Air Conditioning, and Refrigeration Mechanics
    - 47.0201 Heating, Air Conditioning, and Refrigeration Mechanics, General
    - 47.0202 Cooling and Refrigeration
    - 47.0203 Heating and Air Conditioning
    - 47.0299 Heating, Air Conditioning, and Refrigeration Mechanics, Other
  - 47.03 Industrial Equipment Maintenance and Repair
    - 47.0301 Industrial Equipment Maintenance and Repair, General
    - 47.0302 Heavy Equipment Maintenance and Repair
    - 47.0303 Industrial Equipment Maintenance and Repair
    - 47.0304 Mine Equipment Maintenance and Repair
    - 47.0305 Oil and Gas Drilling Equipment Operation and Maintenance
    - 47.0399 Industrial Equipment Maintenance and Repair, Other
  - 47.04 Miscellaneous Mechanics and Repairers
    - 47.0401 Electromechanical, Hydraulic, and Pneumatic Instrument Repair
    - 47.0402 Gunsmithing
    - 47.0403 Locksmithing and Safe Repair
    - 47.0404 Musical Instrument Repair
    - 47.0405 Operation, Maintenance, and Repair of Audio-Visual Equipment
    - 47.0407 Sporting Goods Equipment Repair
    - 47.0408 Watch Repair
    - 47.0499 Miscellaneous Mechanics and Repairers, Other
  - 47.05 Stationary Energy Sources
    - 47.0501 Stationary Energy Sources, General
    - 47.0502 Conventional Electrical Power Generation
    - 47.0504 Pumping Plants
    - 47.0599 Stationary Energy Sources, Other

- 47.06 Vehicle and Mobile Equipment Mechanics and Repairers
  - 47 0601 Vehicle and Mobile Equipment Mechanics and Repairers, General
  - 47 0603 Automotive Body Repair
  - 47 0604 Automotive Mechanics
  - 47 0605 Diesel Engine Mechanics
  - 47 0606 Small Engine Repair
  - 47 0607 Aircraft Mechanics, Airframe
  - 47 0608 Aircraft Mechanics, Powerplant
  - 47.0699 Vehicle and Mobile Equipment Mechanics and Repairers, Other
- 47.99 Mechanics and Repairers, Other
  - 47 9999 Mechanics and Repairers, Other

## 48. PRECISION PRODUCTION

- 48.01 Drafting
  - 48 0101 Drafting, General
  - 48 0102 Architectural Drafting
  - 48 0103 Civil/Structural Drafting
  - 48 0104 Electrical/Electronics Drafting
  - 48 0105 Mechanical Drafting
  - 48 0199 Drafting, Other
- 48.02 Graphic and Printing Communications
  - 48.0201 Graphic and Printing Communications, General
  - 48 0202 Bookbinding
  - 48 0203 Commercial Art
  - 48 0204 Commercial Photography
  - 48 0205 Typesetting, Make-up, and Composition
  - 48 0206 Lithography, Photography, and Platemaking
  - 48 0207 Photographic Laboratory and Darkroom
  - 48 0208 Printing Press Operations
  - 48 0209 Silk Screen Making and Printing
  - 48 0210 Photoengraving
  - 48.0299 Graphic and Printing Communications, Other
- 48.03 Leatherworking and Upholstering
  - 48.0301 Leatherworking and Upholstery, General
  - 48 0302 Saddlemaking and Repair
  - 48 0303 Upholstering
  - 48 0304 Shoe and Boot Repair
  - 48.0399 Leatherworking and Upholstering, Other
- 48.04 Precision Food Production
  - 48.0401 Precision Food Production, General
  - Chef/Cook (see 20 0403)
  - 48 0402 Meatcutting
  - 48.0403 Slaughtering and Butchering
  - 48.0499 Precision Food Production, Other
- 48.05 Precision Metal Work
  - 48 0501 Precision Metal Work, General
  - 48 0502 Foundry Work
  - 48 0503 Machine Tool Operation/Machine Shop
  - 48 0504 Metal Fabrication
  - 48 0505 Metal Patternmaking
  - 48 0506 Sheet Metal
  - 48 0507 Tool and Die Making
  - 48 0508 Welding
  - 48 0599 Precision Metal Work, Other
- 48.06 Precision Work, Assorted Materials
  - Commercial Garment and Apparel Construction (see 20 0303)
  - 48 0601 Industrial Ceramics Manufacturing
  - 48 0602 Jewelry Design, Fabrication, and Repair
  - 48 0604 Plastics
  - 48 0699 Precision Work, Assorted Materials, Other

- 48 0701 Woodworking, General
- 48 0702 Furniture Making
- 48.0703 Millwork and Cabinet Making
- 48.0799 Woodworking, Other

- 48.99 Precision Production, Other
  - 48 9999 Precision Production, Other

## 49. TRANSPORTATION AND MATERIAL MOVING

- 49.01 Air Transportation
  - 49 0101 Air Transportation, General
  - 49 0102 Airplane Piloting and Navigation (Commercial)
  - 49 0104 Aviation Management
  - 49 0105 Air Traffic Control
  - 49 0106 Flight Attendants
  - 49 0107 Airplane Piloting (Private)
  - 49.0199 Air Transportation, Other
- 49.02 Vehicle and Equipment Operation
  - 49.0201 Vehicle and Equipment Operation, General
  - 49 0202 Construction Equipment Operation
  - 49.0203 Material Handling
  - 49.0204 Mining Equipment Operation
  - 49 0205 Truck and Bus Driving
  - 49.0299 Vehicle and Equipment Operation, Other
- 49.03 Water Transportation
  - 49 0301 Water Transportation, General
  - 49 0302 Barge and Boat Operations
  - 49.0303 Commercial Fishing Operations
  - 49 0304 Deep Water Diving and Life Support Systems
  - 49.0305 Marina Operations
  - 49 0306 Marine Maintenance
  - 49.0308 Sailors and Deckhands
  - 49.0399 Water Transportation, Other
- 49.99 Transportation and Material Moving, Other
  - 49.9999 Transportation and Material Moving, Other

## 50. VISUAL AND PERFORMING ARTS

- 50.01 Visual and Performing Arts, General
  - 50.0101 Visual and Performing Arts, General
- 50.02 Crafts
  - 50.0201 Crafts, General
  - 50.0202 Ceramics
  - 50.0204 Fiber/Textiles/Weaving
  - 50.0205 Glass
  - 50 0206 Metal/Jewelry
  - 50.0299 Crafts, Other
- 50.03 Dance
  - 50 0301 Dance
- 50.04 Design
  - 50.0401 Design, General
  - Environmental Design (see 04.0401)
  - Fashion Design (see 19.0902)
  - 50.0402 Graphic Design
  - 50.0403 Illustration Design
  - 50.0404 Industrial Design
  - Interior Design (see 04.0501)
  - Medical Illustrating (see 17 0504)
  - 50.0405 Theater Design
  - 50.0499 Design, Other
- 50.05 Dramatic Arts
  - 50.0501 Dramatic Arts

- 50.0602 Cinematography/Film
- 50.0603 Film Animation
- 50.0604 Holography
- 50.0605 Photography
- 50.0606 Video
- 50.0699 Film Arts, Other

**50.07 Fine Arts**

- 50.0701 Fine Arts, General
- 50.0702 Art Conservation
- 50.0703 Art History and Appreciation
- 50.0704 Arts Management
- 50.0705 Drawing
- 50.0706 Intermedia
- 50.0708 Painting
- 50.0709 Sculpture
- 50.0710 Printmaking
- 50.0799 Fine Arts, Other

**50.09 Music**

- 50.0901 Music, General
- 50.0902 Music History and Appreciation
- 50.0903 Music Performance
- 50.0904 Music Theory and Composition
- 50.0999 Music, Other

**50.99 Visual and Performing Arts, Other**

- 50.9999 Visual and Performing Arts, Other





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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

**NOTICE: The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.**







**Part II: ADDITIONAL PROGRAMS**

Report as of the Institution's Official Fall Reporting Date or as of October 15

Program Title	Line No.	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic		Grand Total, All Students	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)
	01														
	02														
	03														
	04														
	05														
	06														
	07														
	08														
	09														
	10														
Students Enrolled - L	98														





# I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

**Applicability of Report.** This fall enrollment report is requested only from institutions with occupationally specific subbaccalaureate programs, a subset of programs included in the comprehensive Classification of Instructional Programs (CIP). A list of occupationally specific programs and their six-digit codes follows these instructions. Review this list to determine whether your institution offers any of the applicable programs. If completions for any of these programs are reported on your Completions form, the enrollments for that program should be reported here.

## II. PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## III. INSTRUCTIONS FOR COMPLETING THE FORM

A. Students Included in Report. Report only those students enrolled in subbaccalaureate programs that are specifically designed to provide occupational preparation, including those in off-campus centers. Students enrolled in a program are either: (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

B. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP titles that have been identified as being occupationally specific is attached for reference.

1. **Section I. Program Enrollment.** This section of the survey form lists those occupationally specific programs and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them from the list by drawing a line through the program title(s). For the remaining programs, please enter the enrollment as of the institution's official fall reporting date or October 15. If the enrollment in any existing program is zero, please enter a "0" in columns 13 and 14 for that line.

2. **Section II. Additional Programs.** For all occupationally specific programs offered by your institution that were not listed in Section I, refer to the attached list of titles and CIP codes. Find the program title that most closely matches your program and enter the CIP title and its appropriate 6-digit code in the space provided. Please sum the enrollment reported for each of these additional programs and enter the totals on line 98.

3. **Grand Total - Line 99.** Report the grand total on line 99 at the end of Section I. This total should include all enrollment in Section I, plus the subtotal from Section II, line 98.



1. Method of Collection. The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions. Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

- Non-Resident Alien (these persons may be of any race/ethnicity)
- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the GRAND TOTAL of all students enrolled in occupationally specific subbaccalaureate programs at your institution regardless of race/ethnicity or citizenship.



In recent years, for the purpose of enforcing compliance with Federal regulations implementing civil rights laws applicable to institutions of higher education, the Office for Civil Rights (OCR) has been collecting enrollment data similar to that collected under IPEDS on a mandatory basis.

In order to lighten the burden on reporting institutions by eliminating the considerable duplication of effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey in order that the data may represent the entire universe of higher education.

#### FILING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted education programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth Title VI regulations of other Federal agencies, authorize collector

#### 100.6 Compliance Information

##### (b) Compliance Reports

Each recipient shall keep records and submit

designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.



The following definitions are arranged in alphabetical order:

AMERICAN INDIAN OR ALASKAN NATIVE A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation and community recognition.

ASIAN OR PACIFIC ISLANDER A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

BLACK, NON-HISPANIC A person having origins in any of the black racial groups of Africa.

HISPANIC A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-RESIDENT ALIEN A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS) A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary, and offers courses that are part of an organized program at the parent institution.

OFFICIAL FALL REPORTING DATE That date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees, or some other external governing body.

RACE/ETHNICITY Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

WHITE, NON-HISPANIC A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.





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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

**NOTICE:** The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.



# FALL ENROLLMENT

Form Approved  
OMB No. 1850-0582  
Approval Expires 12/88

Identification Number:

Name of Respondent:

Title:

Phone Number:

## ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

Report as of the Institution's official fall reporting date or as of October 15.

STUDENTS ENROLLED	Line No	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic		Grand Total, All Students	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)
ALL STUDENTS	01														



**PART B - ENROLLMENT SUMMARY OF  
STUDENTS BY AGE**

AGE	Line No	Men	Women
		(1)	(2)
Under 18	01		
18 - 19	02		
20 - 21	03		
22 - 24	04		
25 - 29	05		
30 - 34	06		
35 - 39	07		
40 - 49	08		
50 - 64	09		
65 and Over	10		
Age Unknown	11		
TOTAL ALL STUDENTS (Lines 1-11)	12		





## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

### I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

### II. PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

### III. INSTRUCTIONS FOR PART A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

A. Students Included in Report. Report all students enrolled in courses creditable toward a formal award or in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.

Include high school students taking postsecondary education courses if they are working toward completion of a program.

B. Students Excluded from this Report. Do not include in this report:

1. Students enrolled exclusively in courses not creditable toward a formal award or vocational program.
2. Students exclusively auditing classes.

C. Categorization of Students by Racial/Ethnic Status and Sex. This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien (these persons may be of any race/ethnicity)

Black, Non-Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

Hispanic

White, Non-Hispanic



3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and for resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

#### IV. INSTRUCTIONS FOR PART B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

- A. Relation to Enrollment Reported in Part A. This distribution of students should include the same individuals counted in part A. All directions regarding the date of the report and students to include, apply to this part.
- B. Age of Students. Use institutional records to calculate age. Report age as of the date of this fall report.

#### V. EDIT CHECK

The totals for full-time students, Part B, Line 12, columns 1 and 2 should equal the total for Part A, Columns 13 and 14.



In recent years, for the purpose of enforcing compliance with Federal regulations implementing civil rights laws applicable to institutions of higher education, the Office of Civil Rights (OCR) has been collecting enrollment data similar to that collected under IPEDS on a mandatory basis.

In order to lighten the burden on reporting institutions by eliminating the considerable duplication of effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey - or at least the Summary page - in order that the data may represent the entire universe of higher education.

## FILING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these categories, please inform us of the fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorized collection of this information.

### 100.6 Compliance information

#### (b) Compliance reports

Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.



The following definitions are arranged in alphabetical order:

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary and offers courses that are part of an organized program at the parent institution.

OFFICIAL FALL ENROLLMENT DATE. The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees, or some other external governing body.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.





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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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## **COMPLETION INSTRUCTIONS:**

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**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.



Total number of students	Line No.	
	01	



I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

II. PERIOD OF REPORT

The twelve (12) month period covered by this report is July 1, 1986 to June 30, 1987. If it is more convenient to report for some other twelve month period, enter the period covered by the report; however, the reporting period must have ended prior to September 1, 1987.

III. INSTRUCTIONS FOR PART A - CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

A. Courses Included in Report. Include all courses leading towards a formal award as well as those courses comprising part of a terminal vocational or occupational program.

B. Enrollment Included in Report. Contact hours attempted should be computed for all persons in courses described above. Include contact hours for high school students taking courses described above.

C. Contact Hours. To compute total contact hours, multiply the total number of clock hours of structured instructional delivery of each postsecondary level course by number of students enrolled in the course. A clock hour may be a period of from fifty (50) to seventy (70) minutes, depending on the policy of the institution. Sum the clock hours calculated for each course to determine total contact hours.

IV. INSTRUCTIONS FOR PART B - NUMBER OF CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES

Report the total number of contact hours attempted at your institution during the indicated twelve-month period in remedial courses. If your institution accounted for these in Part A, indicate with a check in the "yes" box.

V. INSTRUCTIONS FOR PART C - UNDUPLICATED COUNT OF STUDENTS EVER ENROLLED IN A TWELVE-MONTH PERIOD.

Students Included in Report. Report an unduplicated headcount of the number of students enrolled during the reporting period in any courses leading to a formal award or in any courses that are part of an occupational or vocational program.





## DEFINITIONS - TOTAL INSTITUTIONAL ACTIVITY (EA3)

The following definitions are arranged in alphabetical order:

CONTACT HOUR. A unit of measure that represents an hour (50-70 minutes) of scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for 2 days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

FALL TERM. That part of the academic year that begins on or about September 1 to October 1.

REMEDIAL COURSES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.



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**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.



Identification No.

Name of Respondent:

Title:

Phone Number:

This Report Covers Finance Activity for Fiscal Year 1987.

Calendar Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_ to \_\_\_\_\_, 19\_\_

**Part A - CURRENT FUNDS REVENUES<sup>1</sup> BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Tuition and Fees	1	\$	\$	\$
Government Appropriations, Grants and Contracts	2			
Federal				
State and Local	3			
Sales and Services of Educational Activities	4			
Other Sources	5			
Total Current Funds Revenues (sum of lines 1 through 5)	6	\$	\$	\$

<sup>1</sup> Revenues available for meeting current operating expenditures.**Part B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987**

Function of Expenditures	Line No.	Amount (whole dollars)			Amount for Salaries and Wages Without Employee Benefits (Included in column 3) (4)
		Unrestricted	Restricted	Total	
		(1)	(2)	(3)	
Educational and General	1				
Instruction		\$	\$	\$	
Scholarships and Fellowships	2				
Other E & G Expenditures	3				\$
Auxiliary Enterprises	4				
Total Current Funds Expenditures (sum of lines 1-4)	5	\$	\$	\$	
Total Employee Benefits for salaries included on lines 1-2)	6			\$	





**A - CURRENT FUNDS REVENUES<sup>1</sup> BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
n and Fees	1	\$	\$	\$
Government Appropriations, Grants and Contracts	2			
Federal				
State and Local	3			
and Services	4			
Educational Activities	5			
Sources	6	\$	\$	\$
Current Funds Revenues (of lines 1 through 5)				

Revenues available for meeting current operating expenditures.

**B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987**

Function of Expenditures	Line No.	Amount (whole dollars)			Amount for Salaries and Wages Without Employee Benefits (Included in column 3)
		Unrestricted	Restricted	Total	
		(1)	(2)	(3)	
Operational and General	1				
Construction		\$	\$	\$	
Scholarships and Fellowships	2				
E & G Expenditures	3				\$
Utility Enterprises	4				
Current Funds Expenditures (sum of lines 1-4)	5	\$	\$	\$	
Employee Benefits salaries included on (1-2)	6			\$	



Expenditure	No.	Amount (whole dollars)
Total Expenditures for Utilities	1	\$

**Part D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987**

Expenditure	Line No.	Amount (whole dollars)
Total Expenditures for Library Acquisitions	1	\$

**Part E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 2)**

Source	Line No.	Amount (whole dollars)		
		Unrestricted (1)	Restricted (2)	Total (3)
Federal Government Pell Grants	1	\$	\$	\$
Other Federal	2			
State Government	3			
Local Government	4			
Private	5			
Institutional	6			
Total Scholarship and Fellowship Expenditures (sum of lines 1-6, this total must equal corresponding totals on Part B, line 2, cols. 1-3)	7	\$	\$	\$



definitions of terms used in this report. The categories of current funds revenues (Part A), and current funds expenditures (Part B), are consistent with the College and University Business Administration (published in 1982 by the National Association of College and University Business Officers), the Higher Education Finance Manual and the HEGIS Financial Reporting Guide (published in 1975 and 1980, respectively, by the National Center for Education Statistics), and with the Audits of Colleges and Universities (as amended August 31, 1984) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to pages in College and University Business Administration.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

## I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## II. PERIOD OF REPORT

Report finances for the fiscal year that ended in 1987; indicate the start and end dates of the fiscal year followed by your institution.

## III. INSTRUCTIONS FOR PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Current Funds Revenues. Include (1) all unrestricted gifts, grants and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned (396).

COLUMN (1). Unrestricted Revenues. Report all unrestricted revenues earned during the current fiscal year from each of the listed sources. (396)

COLUMN (2). Restricted Revenues. Report restricted revenues that were expended for current operating purposes from each of the listed sources. (396)

COLUMN (3). Total Revenues. The total is the sum of the unrestricted and restricted revenues (column 1 and column 2).

### Source of Funds.

LINE 1. Tuition and Fees. Report all tuition and fees assessed against students for education purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Include here those tuitions and fees that are remitted to the State as an offset to the State appropriation. (Charges for room, board, and other services rendered by auxiliary enterprises are reported on line 4.) (397-398)



programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOGs). In addition to reporting it here, also report details on restricted student assistance in Part E. (398-399)

LINE 4. Sales and Services of Educational Activities. Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public services. Examples include machine shop products, data processing services provided by students as part of their instruction, cosmetology services, sales of handcrafts prepared in classes. Also, report here all revenues generated by or collected from auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are food services, student health services, and retail stores. (400-401)

LINE 5. Other Sources. Include all items or revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (401)

LINE 6. Total Current Funds Revenues. Report here the sum of lines 1 through 5, inclusive.

#### IV. INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987

Type of Expenditures. Report both unrestricted and restricted current funds expenditures in each of the functions listed. (402-404)

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report full total current funds expenditures. The sum of columns 1 and 2.

Column 4. Salaries and Wages Without Employee Benefits. Report the amount of total expenditures for salaries and wages. This amount should have been included in column 3. Include the salaries and wages of all personnel, full and part-time, for lines 1 and 3. Do not include any expenditures for college work-study or for employee benefits as part of salary expenditures. Expenditures for employee benefits are to be reported on line 6.

#### Function of Expenditures.

LINE 1. Instruction. Expenditures of the departments, and other instructional divisions of the institution and expenditures for public service that are not separately budgeted should be included in this classification. Include expenditures for both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). This category includes: general academic instruction; occupation and vocational instruction; special session instruction, community education; preparatory and adult basic education; and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (404-406)





LINE 2. Scholarships and Fellowships. Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Include Pell Grants in column 2. (413-414)

LINE 3. Other E & G Expenditures. Report all other expenditures made by the institution for activities related to the operation of the institution. These would include expenditures to:

- (a) Provide non-instructional services beneficial to groups external to the institution. Include expenditures for community services and cooperative extension services. (407-408)
- (b) Support the institutions' instructional mission through academic administration, personal development, and course and curriculum development. (408-409)
- (c) Provide services to students outside the context of formal instruction, through such means as career guidance, counseling, financial aid administration and student health services. Include the administrative allowance for Pell Grants. (409-410)
- (d) Support the day-to-day operations of the institution, including general administrative services, planning, legal and fiscal operations. (410-411)
- (e) Support the operation and maintenance of the physical facilities of the institution. (411-412)
- (f) Provide financial aid to students enrolled in formal coursework, including aid to students in the form of tuition or fee remissions. Pell grants would be included in column (2) of this line. (413-414)

LINE 4. Auxiliary Enterprises. This category includes those essentially self-supporting operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are food services or retail stores. (413-414)

LINE 5. Total Current Funds Expenditures. Report the sum of lines 1, 2, and 3.

LINE 6. Total Employee Benefits. Report the total fringe benefits paid for salaries reported in lines 1 and 2. If no fringe benefits are paid through institutional accounts, report a zero. If only some fringe benefits are paid through institutional accounts or if only some personnel whose salaries were reported on lines 1 and 2 receive fringe benefits, report that proportion of employee benefits actually paid by the institution.

Employee benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection, tuition plans, housing plans, unemployment compensation, group life insurance, workmen's compensation, and other benefits in kind with cash options. It includes vacation and sick leave only to the extent expended.

V. INSTRUCTIONS FOR PART C - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Include expenditures for electricity, gas, fuel oil, coal, water, sewage, etc. used to provide heat, air conditioning, water, and sewage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here. (412)

VI. INSTRUCTIONS FOR PART D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL



Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, and projectors.

**VII. INSTRUCTIONS FOR PART E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 2)**

Report all expenditures for scholarships and fellowships from governmental, private, and institutional sources. These include Pell Grants and SEOGs. SSIGs would normally appear as a State source. Report portable student aid from another State as a State source. Exclude College Work-Study Program expenditures.

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Also fellowships are defined as grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching, or student loans.

**COLUMN 1. Unrestricted.** Report unrestricted current funds expenditures for scholarships and fellowships in column 1.

**COLUMN 2. Restricted.** Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

**COLUMN 3. Total.** Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

**LINE 1. Federal Government/Pell Grants.** Report the amount of Pell Grants disbursed by your institution.

**LINE 2. Federal Government/Other Federal.** Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Exclude College Work-Study funds. State Student Incentive Grants (SSIGs) would normally appear as a State source.

**LINE 3. State Government** Report expenditures for scholarships and fellowships that were provided by your State.

**LINE 4. Local Government** Report expenditures for scholarships and fellowships that were provided by local governments.

**LINE 5. Private.** Report expenditures for scholarships and fellowships from private sources (e.g., business, foundations, individuals, foreign governments).

**LINE 6. Institutional.** Report expenditures for scholarships and fellowships that were generated by the institution. Examples include tuition and fees revenues, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-5, above).

**LINE 7. Total Scholarship and Fellowship Expenditures.** Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 2, columns 1-3.



The following definitions are arranged in alphabetical order.

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection, tuition plans, housing plans, unemployment compensation, group life insurance, Workmen's compensation, and other benefits in kind with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Unrestricted Current Funds. All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394)



## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.





Name of Respondent:

Title:

Phone Number:

This Report Covers Finance Activity for Fiscal Year 1987.

Calendar Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

**Part A - CURRENT FUNDS REVENUES<sup>1</sup> BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Tuition and Fees	1	\$	\$	\$
Government Appropriations				
Federal . . . . .	2			
Through State Channels \$	3			
State	4			
Local	5			
Government Grants and Contracts				
Federal	6			
State or Local	7			
Sales and Services of Educational Activities	8			
Auxiliary Enterprises	9			
Other Sources	10			
Total Current Funds Revenues (sum of lines 1, 2, 4-10)	11	\$	\$	\$

<sup>1</sup> Revenues available for meeting current operating expenditures



Function of Expenditures	Line No.	Amount (whole dollars)			Amount for Salaries and Wages Without Employee Benefits (Included in Col. 3)
		Unrestricted	Restricted	Total	
		(1)	(2)	(3)	
EDUCATIONAL AND GENERAL					
Instruction	1	\$	\$	\$	\$
Public Service	2				
Academic Support . . . . .	3				
Includes Library Expenditures of \$	4				
Student Services	5				
Institutional Support	6				
Operation and Maintenance of Plant	7				
Scholarships and Fellowships	8				
Other E & G Expenditures	9				
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND TRANSFERS (Sum of lines 1-4, 6-11)	10	\$	\$	\$	
Auxiliary enterprises	11				
TOTAL CURRENT FUNDS EXPENDITURES (Sum of lines 10 and 11)	12	\$	\$	\$	
Total Employee Benefits or salaries included on lines 1-3, 5-7)	13			\$	



	No.	
Total Expenditures for Utilities	1	\$

**Part D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987**

Expenditure	Line No.	Amount (whole dollars)
Operating Expenditures for Library Acquisitions (Included on Part B, line 4)	1	\$
Other Expenditures for Library Acquisitions (Not Included on Part B, line 4)	2	
Total Expenditures for Library Acquisitions (sum of lines 1 and 2)	3	\$

**Part E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 8)**

SOURCE	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Federal Government Pell Grants	1	\$	\$	\$
Other Federal	2			
State Government	3			
Local Government	4			
Private	5			
Institutional	6			
Total Scholarship and Fellowship Expenditures (sum of lines 1-6, this total must equal corresponding totals on Part B, line 8, cols 1-3)	7	\$	\$	



## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. The categories of current funds revenues (Part A), and current funds expenditures (Part B), are consistent with the College and University Business Administration (published in 1982 by the National Association of College and University Business Officers), the Higher Education Finance Manual and the HEGIS Financial Reporting Guide (published in 1975 and 1980, respectively, by the National Center for Education Statistics), and with the Audits of Colleges and Universities (as amended August 31, 1984) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to pages in College and University Business Administration.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

### I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

### II. PERIOD OF REPORT

Report finances for the fiscal year that ended in 1987; indicate the start and end dates of the fiscal year followed by your institution.

### III. INSTRUCTIONS FOR PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Current Funds Revenues. Include (1) all unrestricted gifts, grants and other during the reporting period and (2) restricted resources to the extent that are expended for current operating purposes. Current funds revenues do not include current funds received but not expended because these revenues have not been expended. (396)

COLUMN (1). Unrestricted Revenues. Report all unrestricted revenues for the current fiscal year from each of the listed sources. (396)

COLUMN (2). Restricted Revenues. Report all restricted revenues for the current operating purposes from each of the listed sources. (396)

COLUMN (3). Total Revenues. Report the sum of columns 1 and 2.

#### Source of Funds.

LINE 1. Tuition and Fees. Report all tuition and fees assessed against students for education purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Include here those tuitions and fees that are remitted to the State as an offset to the State appropriation. (Charges for room, board, and other services rendered by auxiliary enterprises are reported on line 11.)





example is Federal revenue sharing funds (line 2). Federal appropriations received through State channels is a subset of line 2 and should be included in the line 2 total for Federal appropriations, as well as reported separately on line 3. On lines 4 and 5 report State and local appropriations respectively. (398-399)

**LINES 6,7. Government Grants and Contracts.** Report revenues from governmental agencies which are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOGs). Federal grants and contracts received through state channels should be reported on line 7, and state local appropriations on line 8. (399)

**LINE 8. Sales and Services of Educational Activities.** Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include machine shop products, data processing services provided by students as part of their instruction, cosmetology services, and sales of handcrafts prepared in class. (400)

**LINE 9. Auxiliary Enterprises.** Report here all revenues generated by the auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are food services, student health services, and retail stores. (401)

**LINE 10. Other Sources.** Include all items or revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (401)

**LINE 11. Total Current Funds Revenues.** Report here the sum of lines 1, 2, 4-10.

#### **IV. INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987**

**Type of Expenditures.** Report both unrestricted and restricted current funds expenditures for each of the functions listed. (402-404)

**Column 1. Unrestricted Expenditures.** Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

**Column 2. Restricted Expenditures.** Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

**Column 3. Total.** Report total current funds expenditures. This is the sum of columns 1 and 2.

**Column 4. Salaries and Wages Without Employee Benefits.** Report the amount of total expenditures for salaries and wages. This amount should have been included in column 3. Include the salaries and wages of all personnel, full and part-time, for lines 1-3 and 5-7. Do not include any expenditures for college work-study or for employee benefits as part of salary expenditures. Expenditures for employees benefits are to be reported on line 13.



included in this classification. Include expenditures for both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). This category includes: general academic instruction; occupation and vocational instruction; special session instruction, community education; preparatory and adult basic education; and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (404-406)

LINE 2. Public Service. Report all funds budgeted specifically for public service and expended for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community. Include expenditures for community services and cooperative extension services. (407-408)

LINES 3 and 4. Academic Support. This category includes expenditures for the support services that are an integral part of the institution's primary missions of instruction, research, or public service. Include expenditures for libraries, (requested separately on line 4), museums, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. (Include line 4 expenditures in the line 3 total for academic support.) Line 3 is NOT the sum of lines 1 and 2. (408-409) Line 4 should include expenditures for organized activities that directly support the operation of a catalogued or otherwise classified collection. (408)

LINE 5. Student Services. Report funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). (409-410)

LINE 6. Institutional Support. Report expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Include general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development. (410-411)

LINE 7. Operation and Maintenance of Plant. Report all expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Do not include expenditures made from the institutional plant funds accounts. (411-412)

LINE 8. Scholarships and Fellowships. Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Include Pell Grants in column 2. (413-414)

LINE 9. Other E & G Expenditures. Report all other expenditures made by the institution for activities related to the operation of the institution.

LINE 10. Total Educational and General Expenditures and Transfers. Enter here the sum of lines 1 through 3 and 5 through 9.

LINE 11. Auxiliary Enterprises. This category includes those essentially self-supporting operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are food services and retail stores. (413-414)



are paid through institutional accounts, report a zero. If only some fringe benefits are paid through institutional accounts or if only some personnel whose salaries were reported above receive employee benefits, report that proportion of fringe benefits actually paid by the institution.

V. INSTRUCTION FOR PART C - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Include expenditures for electricity, gas, fuel oil, coal, water, sewage, etc. used to provide heat, air conditioning, water, and sewage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here. (412)

VI. INSTRUCTIONS FOR PART D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987.

LINE 1. Operating Expenditures for Library Acquisitions (Included on Part B, Line 4). Report total expenditures for library acquisitions that are included on Part B, line 4 (current funds expenditures). Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records, and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, and projectors.

LINE 2. Other Expenditures for Library Acquisitions (Not Included on Part B, Line 4). Report all other expenditures (capital funds) for library acquisitions (excluding land and buildings), not reported on Part B, line 4.

LINE 3. Total Expenditures for Library Acquisitions. Report all expenditures for library acquisitions, both current funds and capital funds. This is the sum of lines 1 and 2.

VII. INSTRUCTIONS FOR PART E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES completed by institutions responding on Part B, line 8).

Report all expenditures for scholarships and fellowships from institutional sources. These include Pell Grants and Supplemental Grants (SEOGs). State Student Incentive Grants (SSIGs) would be a source. Report portable student aid from another State as a State Work-Study program expenditures.

Scholarships are defined as grants-in-aid, trainee stipends, prizes to undergraduate students. Also fellowships are defined as stipends to graduate students. It does not include funds for which no service must be rendered, such as payments for teaching, or student.

COLUMN 1. Unrestricted. Report unrestricted current funds and fellowships in column 1.

COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants disbursed by your institution.



include 529s and exclude college work study funds. Sales would normally appear as a State source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships received from private sources (e.g., business, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships from revenues that were generated by the institution. Examples include tuition and fees revenues, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-5, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 8, columns 1-3.





DEFINITIONS OF FUNDS

The following definitions are arranged in alphabetical order:

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. Includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection, tuition plans, housing plans, unemployment compensation, group life insurance, Workmen's compensation, and other benefits in kind with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Unrestricted Current Funds. All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394)



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# IPEDS

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INTEGRATED POSTSE  
EDUCATION DATA S

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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you  
your cooperation is needed to make the results of this survey  
timely.



Institution: [ ]  
Address: [ ]

Identification Number:  
Name of Respondent

Title:

Phone Number:

IF THIS SURVEY IS NOT APPLICABLE TO YOUR INSTITUTION BECAUSE ANY OF THE EXCLUSIONS CITED BELOW EMBRACE ALL OF YOUR INSTRUCTIONAL FACULTY, PLEASE MARK THE APPROPRIATE ITEM BELOW AND RETURN THE SURVEY FORM.

☐ ALL OF THE INSTRUCTIONAL FACULTY AT THIS INSTITUTION TEACH PRECLINICAL OR CLINICAL MEDICINE.

☐ ALL OF THE INSTRUCTIONAL FACULTY AT THIS INSTITUTION CONTRIBUTE SERVICES (E.G. MEMBERS OF A RELIGIOUS ORDER), OR ARE MILITARY PERSONNEL.

☐ ALL OF THE INSTRUCTIONAL FACULTY AT THIS INSTITUTION ARE EMPLOYED ON A PART-TIME BASIS.

**PART A - SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88**

SEX AND  
ACADEMIC RANK

LINE  
NO.

FACULTY  
WITH TENURE  
(1)

NON-TENURED FACULTY  
Those on Tenure  
Track (2)

Those Not on  
Tenure Track (3)

TOTAL NUMBER  
OF  
FACULTY  
(COLS. 1-3)  
(4)

TOTAL SALARY  
OUTLAY  
(IN WHOLE  
DOLLARS)  
(5)

FACULTY ON 9/10-  
MONTH SALARY  
CONTRACTS

1. MEN

1. PROFESSORS

2. ASSOCIATE  
PROFESSORS

3. ASSISTANT  
PROFESSORS

4. INSTRUCTORS

5. LECTURERS

6. NO ACADEMIC RANK\*

TOTAL MEN (LINES 1-6)

WOMEN

1. PROFESSORS

2. ASSOCIATE  
PROFESSORS

3. ASSISTANT  
PROFESSORS

4. INSTRUCTORS

5. LECTURERS

6. NO ACADEMIC RANK\*

TOTAL WOMEN  
(LINES 8-13)

TOTAL FACULTY ON 9/10-  
MONTH SALARY  
CONTRACTS (LINES 7+14)

\$

\$

\$

\$





CONTINUED		NON-TENURED FACULTY			
RANK	LINE NO.	FACULTY WITH TENURE (1)	Those on Tenure Track (2)	Those Not on Tenure Track (3)	
2-					
	16				
	17				
	18				
	19				
	20				
C RANK*	21				
(16-21)	22				\$
	23				\$
	24				
	25				
	26				
	27				
C RANK*	28				
	29				\$
NON-TEACHING FACULTY (22+29)	30				\$
THAN ARY WOMEN	31				\$



RANK	LINE NO.	FACULTY WITH TENURE (1)	NON-TENURED FACULTY		TOTAL NUMBER OF FACULTY (COLS. 1-3) (4)	TOTAL SALARY OUTLAY (IN WHOLE DOLLARS) (5)
			Those on Tenure Track (2)	Those Not on Tenure Track (3)		
2-						
	16					\$
	17					
	18					
	19					
	20					
C RANK*	21					
16-21)	22					\$
	23					\$
	24					
	25					
	26					
	27					
C RANK*	28					
	29					\$
N LARY (22+29)	30					\$
THAN ARY	31					



**PART B - FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY  
ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC YEAR 1987-88**

FRINGE BENEFITS	LINE NO.	FACULTY WITH 9/10-MONTH CONTRACTS		FACULTY WITH 11/12-MONTH CONTRACTS	
		EXPENDITURE (IN WHOLE DOLLARS) ( 1 )	NUMBER COVERED ( 2 )	EXPENDITURE (IN WHOLE DOLLARS) ( 3 )	NUMBER COVERED ( 4 )
ANS SOCIAL SECURITY)	1	\$		\$	
THIN 5 YEARS	2				
ER 5 YEARS	3				
AL PLANS	4				
DISABILITY INCOME PROTECTION	5				
RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	6				
RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	7				
ITY TAXES	8				
T COMPENSATION TAXES	9				
SURANCE	10				
OMPENSATION TAXES	11				
S IN KIND WITH CASH OPTIONS	12	\$		\$	



The purpose of this report is to collect the numbers, salaries and fringe benefits of full-time instructional faculty employed by your institution. The numbers are to be reported by contract length, sex, academic rank and tenure status. The salaries are to be reported by contract length, sex, and rank and the fringe benefits are to be reported by type of benefit and contract length.

## I. INSTITUTIONAL IDENTIFICATION

- A. In the space provided at the top of the report, make any necessary corrections to the prepinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.
- B. Exclusions From Reporting. This report may not be applicable to your institution because all of your instructional faculty embrace one of the categories of exclusion. If this is the case, please check the appropriate category and return the form to NCES.

## II. PERIOD OF REPORT

This report request data on full-time instructional faculty employed (including those under contract but not yet in the payroll system) by your institution as of October 1, 1987.

## III. INSTRUCTIONS FOR PART A. SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88

- A. In reporting the numbers of faculty, include those members of the Instruction/Research staff who are employed full time (as defined by the institution) and whose major regular assignment is instruction, including those with release time for research. Report instructional faculty on sabbatical leave at their regular salaries even though the faculty member may be receiving a reduced annuity. Include full-time replacements for those on leave without pay. Chairmen of departments should be reported (if they have no other administrative title and hold a faculty rank) at their contracted faculty salary. Faculty should be reported as having 9/10-month or 11/12-month salaries on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the numbers, salaries, nor fringe benefits for any of the groups of employees listed below:

1. Replacements for those on sabbatical leave.
2. Instructional faculty for preclinical and clinical medicine. If this statement applies to all instructional faculty at your institution, please mark the appropriate exclusion category. (NOTE: Instructional faculty in all other health fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
3. Instructional faculty who are employed on a part-time basis. If this statement applies to all instructional faculty at your institution, please mark the appropriate exclusion category.
4. Instructional faculty (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions. If this statement applies to all instructional faculty at your institution, please mark the appropriate exclusion category.
5. Instructional faculty who, as members of military organizations, are paid on a different salary scale from civilian employees. If this statement applies to all instructional faculty at your institution, please mark the appropriate exclusion category.





6. Administrative officers with titles such as Dean of Instruction, Academic Dean, Dean of Faculty, Dean of Students, Librarian, Registrar, Coach, etc., even though they may devote part of their time to classroom instruction.
7. Undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching associate, teaching fellow, etc.

## B. Categorization of Faculty By Contract Length

### 1. Faculty on 9/10-Month Salary Contracts - Part A, Section I

The term, 9/10-month salary contract, applies to faculty who teach for two semesters, three quarters, two trimesters, two four-month sessions, or the equivalent.

In reporting faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all instructional faculty in the category, "No Academic Rank". When reporting tenure status use the institution's criteria or requirements for tenure.

Column (1). Faculty With Tenure. For each line report the number of full-time instructional faculty with tenure.

Column (2). Non-tenured Faculty on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured, but are in positions which lead to consideration for tenure.

Column (3). Non-tenured Faculty Not on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured and are not in positions which lead to consideration for tenure.

Column (4). Total Number of Faculty. For each line report the sum of columns (1), (2), and (3).

Column (5). Total Salary Outlay. For each line report to the nearest whole dollar the total salary outlay for those faculty reported in column (4).

### 2. Faculty on 11/12-Month Salary Contracts - Part A, Section II

The term, 11/12-month salary contract, applies to faculty employed for the entire year. These faculty members are usually employed for 11 months of teaching.

In Part A, Section II, report the data for full-time instructional faculty on 11/12-month salary contracts. Follow directions for Part A, Section I for reporting data in columns (1) through (5).

### 3. Faculty on Less Than 9/10-Month Salary Contracts - Part A, Section III

In Part A, Section III, report data for full-time instructional faculty on less than 9/10-month salary contracts, all ranks combined, total men and women. Follow directions for Part A, Section I for reporting data in columns (1) through (5).



Report the projected fringe-benefit expenditures which will be paid by the institution, local government or State, to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A of this survey, excluding those on less than 9/10-month salary contracts (Section III). The fringe benefits for all (male plus female) faculty on 9/10-month contracts should be reported in Part B, column (1) indicating the number covered in column (2). Similarly, the fringe benefits for all faculty on 11/12-month contracts should be reported in Part B, column (3) indicating the number covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest whole dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

LINES 1 and 2. Retirement Plans (other than Social Security). Report contributions by the institution, State and local government toward retirement on lines 1 or 2 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by the institution, State and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On line 1, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan on line 1 even though some faculty members may have been employed less than 5 years.

On line 2, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

LINE 3. Medical/Dental Plans. Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.

LINE 4. Guaranteed Disability Income Protection. Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 60 months) and not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick-leave benefits.

LINE 5. Tuition Plan. Report cash payments and the dollar value of tuition waivers and exchanges for dependents of faculty members to attend another institution or the institution. If the tuition plan is available to all children of all faculty members to attend an institution of their choice, please check "No" on line 5. If either of these conditions does not apply, please check "Yes" on line 5. The number covered by this benefit should be the number of faculty dependents receiving tuition, rather than the number of faculty members covered by the benefits. If the number of faculty dependents who will receive this benefit in the academic year is unknown when this report is being prepared, apply the current ratio for the benefit to the number receiving tuition in that year to derive an estimate.



LINE 6. Housing Plan. Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, please check "No" on Line 6. If the housing plan only applies to institution-owned housing, please check "Yes" on Line 6. If the number of faculty members who will receive the housing benefit in the academic year is unknown when this report is being prepared, apply the current rate for this benefit to the number receiving the housing benefit in that year to derive an estimate.

LINE 7. Social Security Taxes. Report the F.I.C.A. taxes if covered by Social Security calculated at the rate effective January 1, 1987.

LINE 8. Unemployment Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 9. Group Life Insurance. Report expenditures by the institution to support the group life insurance program.

LINE 10. Workman's Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 11. Other Benefits in Kind With Cash Options. Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

LINE 12. Totals. Report the sum of the figures reported in each of the "Expenditures" columns (1 and 3).

The total "Number Covered" is an unduplicated count of persons participating in one or more benefit plans (excluding those on line 5); not the sum of all figures reported in each of the "Number Covered" columns. Please verify that the number covered on each line of Part B (with the exception of line 5) does not exceed the sum of the total reported on lines 15 and 30 (column 4) in Part A.

#### CONFIDENTIALITY OF DATA

The confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501(a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below:

"The Center Shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal Government."



The Freedom of Information Act requires that data retained by the Federal government must be made available to the public so long as the rights to privacy on individuals are not violated. When requested data collected in this survey will be made available to the public in the form of computer tapes. Data cells containing salary outlays or fringe benefit expenditures for fewer than three individuals will be removed. The tapes will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.





The following definitions are arranged in alphabetical order:

FULL-TIME STAFF. Those persons who are on the payroll of the institution (or reporting unit) and are classified by the institution as full-time employees in a particular job classification regardless of job title. Includes faculty who are on Sabbatical Leave, and persons who are on leave but remain on the payroll. Employees whose services are paid by an outside contractor performing a function for the institution such as custodial, maintenance, or food service, security, etc., or persons who volunteer or donate these services to the institution are not considered full-time staff.

INSTRUCTIONAL STAFF. Instruction/Research staff who are employed full-time as defined by the institution and whose major regular assignment is instruction, including those with released time for research.

TENURE. Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

TENURE TRACK. Positions that lead to consideration for tenure.



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**DUE DATE:**

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Identification No.

Name of Respondent:

Title:

Phone Number:

# **PART A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTIONS**

Employees as of October 1, 1987 By Primary Occupational Activity <sup>1</sup>	Line No.	Number of Employees			
		Full-time		Part-time	
		Men (1)	Women (2)	Men (3)	Women (4)
Executive, Administrative and Managerial	1				
Faculty (Instruction/Research)	2				
Instruction/Research Assistants	3				
Professional Non-Faculty	4				
Technical and Paraprofessionals	5				
Clerical and Secretarial	6				
Skilled Crafts	7				
Service/Maintenance	8				
Total, (Sum of lines 1 through 8)	9				

<sup>1</sup> Excludes casual employees or students in the College Work-Study Program

## **PART B - CONTRACTED OR DONATED SERVICES**

Please indicate any services not provided by the employees in Part A, i.e., whose services are contracted by or donated to the institution.

Check all that apply:

(1) ☐ Faculty (Instruction/Research)

(3) ☐ Service/Maintenance

(2) ☐ Technical and Paraprofessionals

(4) ☐ Other





# I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## II. PERIOD OF REPORT

All persons on the payroll of the institution as of October 1, 1987 are to be included in this report.

## III. INSTRUCTIONS FOR PART A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTIONS

A. Report in columns 1-4 men and women by their full-time/part-time status as of October 1, 1987. This status is to be determined by the institution. The attached definitions should assist in clarifying full-time/part-time status.

B. Each employee must be accounted for in one and only one of the occupational activity categories in Part A lines 1-8. If an employee is engaged in two or more separate activities, the employee should be reported according to their principal activity. The institution should determine what constitutes the principal activity. Do not include casual employees, students in the College Work-Study Program, or those whose services are contracted by or donated to the institution in this report.

The following instructions will assist in the assignment of employees to primary occupational activity categories:

### Line 1. Executive, Administrative and Managerial.

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Report in this category all officers holding titles such as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, Executive Officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE: Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

### Line 2. Faculty (Instruction/Research).

Report all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, report in this category Deans, Directors, or the equivalent, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Do not include student teaching or research assistants here, but report them on line 3.



### Line 3. Instruction/Research Assistants.

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or a laboratory instruction or in the conduct of research. These positions are typically held by graduate students having such titles as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program.

### Line 4. Professional Non-Faculty.

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, persons who sell educational services, student personnel workers, counselors, systems analysts, and coaches.

### Line 5. Technical and Paraprofessionals.

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as is offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

### Line 6. Clerical and Secretarial.

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

### Line 7. Skilled Crafts.

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and type-setters.



Line 8. Service/Maintenance.

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

Line 9. Total.

Report the sum of all employees counted on lines 1 through 8.

IV. INSTRUCTIONS FOR PART B - CONTRACTED OR DONATED SERVICES

If the institution contracts with outside firms for services, either in whole or in part, or receives donated services (volunteers, services provided by the Systems Office for which the branch is not charged, etc.) which would otherwise be provided by paid employees, check the appropriate box. If a service for which your institution contracts is not listed, check "other".



The following definitions are arranged in alphabetical order:

FULL-TIME STAFF. Those persons who are on the payroll of the institution (or reporting unit) and are classified by the institution as full-time. Includes persons who are on sabbatical leave, and persons who are on leave but remain on the payroll.

PART-TIME STAFF. Those persons who are on the payroll of the institution (or reporting unit) and are classified by the institution as part-time. Students in the College Work-Study Program or casual employees (e.g. persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.





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## **COMPLETION INSTRUCTIONS:**

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**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.



## LIBRARIES

Identification Number:

Name of Respondent

Title:

Phone Number:

## PART A - NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987

ITEM	LINE NO.	NUMBER
S (EXCLUDE MAIN OR CENTRAL LIBRARY)	1	
SERVICE HOURS	2	

PART B - LIBRARY STAFF, FALL 1987  
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

STAFF	LINE NO.	NUMBER OF FTE
STAFF	3	
STAFF	4	
STAFF (TO BE REPORTED ONLY BY PRIVATELY CONTROLLED SERVICES STAFF (TO BE REPORTED ONLY BY PRIVATELY CONTROLLED SERVICES STAFF WHICH ARE AFFILIATED WITH A RELIGIOUS ORGANIZATION).	5	
ANCE FROM ALL FUNDING SOURCES	6	
THROUGH 6)	7	



**PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1987**

**SECTION I. STANDARD OPERATING EXPENDITURES**

CATEGORY	LINE NO.	AMOUNT (WHOLE DOLLARS) ONLY)
PAGES	8	\$
	9	\$
	10	\$
SUBSCRIPTIONS (EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	11	\$
	12	\$
SOFTWARE	13	\$
MATERIALS	14	\$
	15	\$
	16	\$
	17	\$
PRINTING EXPENDITURES	18	\$
EXPENDITURES (SUM OF LINES 8 THROUGH 18)	19	\$

**SECTION II. SELECTED SPECIAL EXPENDITURES**

REPAIRS	20	\$
REPRODUCTIONS	21	\$
COMPUTER SERVICES	22	\$
SEARCHING	23	\$





# PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1987

CATEGORY	LINE NO.	TOTAL NUMBER ADDED DURING FISCAL YEAR ( 1 )	TOTAL NUMBER HELD AT END OF FISCAL YEAR ( 2 )
SERIALS AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS AND EXCLUDE MICROFORMS).	25		
VOLUMES			
TITLES*	26		
GOVERNMENT DOCUMENT TITLES* (NOT REPORTED ON LINES 25 AND 26)	27		
SUBSCRIPTIONS (INCLUDE PERIODICALS, NEWSPAPERS AND DOCUMENTS)	28		
TITLES*			
BOOK TITLES* REPRESENTED BY MICROFORMS	29		
SERIAL TITLES* REPRESENTED BY MICROFORMS	30		
GOVERNMENT DOCUMENT TITLES* REPRESENTED BY AND NOT ALREADY COUNTED	31		
OF PHYSICAL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS	32		
AND ARCHIVES (IN LINEAR FEET)	33		
MATERIALS, NUMBER OF UNITS	34		
ALS, NUMBER OF UNITS	35		
S, NUMBER OF TITLES*	36		
OF TITLES*	37		
S, NUMBER OF TITLES*	38		
IBLE MATERIALS, NUMBER OF TITLES*	39		
MATERIALS, NUMBER OF TITLES*	40		



**PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987**

CATEGORY	LINE NO.	NUMBER
CULATION TRANSACTIONS	41	
GENERAL COLLECTION		
RESERVE COLLECTION	42	
LIBRARY LOANS	43	
PROVIDED TO OTHER LIBRARIES		
RECEIVED FROM OTHER LIBRARIES	44	

**PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987**

CATEGORY	LINE NO.	NUMBER
PUBLIC SERVICE HOURS	45	
ENDANCE IN LIBRARY	46	
LIBRARY USE OF LIBRARY MATERIALS	47	
REFERENCE TRANSACTIONS	48	
SECTIONAL TRANSACTIONS	49	
FORMATION SERVICE TO GROUPS	50	
NUMBER OF PRESENTATIONS		
NUMBER OF PERSONS SERVED IN PRESENTATIONS	51	
LINE DATABASE SEARCHES	52	



Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. If an exact figure is not available for a particular item but the amount known to be greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Refer to the American National Standard for Library and Information Sciences and Related Publishing Practices—Library Statistics (1987) for information on estimation methods and other definition clarifications. Items which are left blank will be interpreted as zero or not relevant to your library. Request help from your business office providing library expenditure and contracted salary, wage, and fringe benefit data.

## I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## II. PERIOD OF REPORT

Report information for the following time periods:

(1) Fiscal year 1987 – a 12-month period between June 1, 1986 and September 30, 1987 which corresponds to your institution's fiscal year.

(2) Typical week in fall semester, 1987 – a typical week is one without holidays when the central or main library is open during its regular hours for general use.

(3) Fall 1987 – the point in time in the fall of 1987 when the survey form is being completed.

## III. INSTRUCTIONS FOR PART A – NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987

**BRANCH LIBRARIES** (line 1). Report the number of branch libraries at your institution that are open at least part of fiscal year 1987. (DO NOT COUNT THE MAIN OR CENTRAL LIBRARY.) Branch libraries are auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit. (For certain types of institutions, they are part of a larger institution with the same FICE code as the central library.)

**ANNUAL PUBLIC SERVICE HOURS** (line 2). Report the total hours of public service of the main or central library and of all branches during fiscal year 1987. If the main library is open 60 hours per week ( $60 \times 52 \text{ weeks} = 3120$ ), less 5 days of 10 hours each closed for holidays, the main library total is  $3120 \text{ less } 50 = 3070$  hours. If 3 branch libraries are also open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) the annual aggregate for the library is  $4 \times 3070 = 12,280$  hours.

## IV. INSTRUCTIONS FOR PART B – LIBRARY STAFF, FALL 1987

**FULL-TIME EQUIVALENT (FTE) EMPLOYEES.** Report the sum of the number of full-time employees plus the number of full-time equivalent of the part-time employees. To compute full-time equivalent of part-time employees, take the number of hours worked by a part-time employee and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK. (E.g. 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.5 FTE.)

**LIBRARIANS** (line 3). Report the number of staff members doing work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from the mechanical or clerical aspect. Include unfilled positions if search is currently underway.



ALL OTHER PAID STAFF (line 4). Report the total FTE for all other paid library staff in filled positions in Fall 1987 who are paid annual salaries. If professional or nonprofessional staff in your library are paid hourly wages, yet fill positions which are salaried annually in most other libraries, they should also be included. Exclude maintenance and custodial staff.

CONTRIBUTED SERVICES STAFF (line 5). Report the total FTE of contributed services staff. Contributed services staff should be reported only by religious institutions or institutions affiliated with religious or theological organizations. Publicly controlled institutions receiving volunteer or contributed services (if any) should exclude data respecting such services in this report.

STUDENT ASSISTANCE FROM ALL FUNDING SOURCES (line 6). Report the total FTE for student assistance, by students employed on an hourly basis whose wages are charged either to the library budget or to a budget other than the library budget. Exclude maintenance and custodial staff.

TOTAL FTE STAFF (line 7). Report the sum of lines 3 through 6.

#### V. INSTRUCTIONS FOR PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1987

Part C has been divided into two sections to facilitate reporting. All operating expenditures should be reported in Section I, Standard Operating Expenditures, which includes lines for items that appear in most library operating budgets. Section II, Selected Special Expenditures, includes lines for expenditures which may appear in different places on different library budgets. (For example, online database searching may be considered collection expenditures in some libraries. In others, it may be reported under "other operating expenditures.") Section II is a subset of Section I and most likely would have been reported as "other operating expenditures." They are requested here, however, so that trends in these important areas may be documented.

EXPENDITURES (lines 8 - 24). Report the funds expended from the library budget in fiscal year 1987 regardless of when the funds may have been received from Federal, State, or other resources. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period June 1, 1986, to September 30, 1987. Report all expenditures in whole dollars.

##### A. SECTION I: Standard Operating Expenditures

SALARIES AND WAGES (line 8). Report expenditures for full-time and part-time salaries and wages before deductions, but exclude fringe benefits provided by your institution for all regular library staff. Exclude contributed services, maintenance and custodial staff, and students serving on an hourly basis.

FRINGE BENEFITS (line 9). Report the sum of all fringe benefits provided by your library for all library staff whose salaries and wages are shown on line 8. Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Fringe benefits include: retirement plans, medical plans, guaranteed disability income protection plans, tuition plans, housing plans, social security taxes, unemployment compensation plans, group life insurance plans, workmen's compensation, and other benefits in-kind with cash options. If these benefits are not paid from the library budget, please enter a zero.

PRINT MATERIALS (line 10). Report expenditures for all materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, government documents, braille materials, ephemeral print materials, and the like. Exclude serial subscriptions and microforms.





**SERIAL SUBSCRIPTIONS (line 11).** Report expenditures for all publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

**MICROFORMS (line 12).** Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. The two main types of microforms are microreproductions on transparent material (roll microfilm, aperture cards, microfiche, and ultrafiche) and reproductions on opaque materials. Exclude serial subscriptions.

**COMPUTER SOFTWARE (line 13).** Report expenditures for all programs, procedures, and associated documentation that instruct the computer to perform certain tasks. This excludes the physical components of a computer (hardware).

**AUDIOVISUAL MATERIALS (line 14).** Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

**OTHER (line 15).** Report any expenditures for other collection materials not placed in lines 10 to 14.

**CONSERVATION (line 16).** Report any expenditures spent on the specific measures, individual or collective, undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration.

**EQUIPMENT (line 17).** Report expenditures for all library equipment purchased during the 1987 fiscal year. Include microform equipment, audiovisual equipment and computer related equipment.

**ALL OTHER OPERATING EXPENDITURES (line 18).** Report expenditures for travel, rental, leases, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies and membership costs and students working on an hourly basis. Exclude expenditures for utilities, plant maintenance and operation, and capital outlay.

**TOTAL OPERATING EXPENDITURES (line 19).** Report the sum of lines 8-18.

**B. SECTION II: Selected Special Expenditures.** (Note: These expenditures should have been included in lines 8-18)

**POSTAGE (line 20).** Report all expenditures for postage and delivery, including U.S. Mail and commercial delivery services during the 1987 fiscal year.

**TELECOMMUNICATIONS (line 21).** Report any separately billed expenditures for all types of telephone services and for such services as electronic mail, teleconferencing, telefacsimile, teletype, telex, etc.

**CONTRACTED COMPUTER SERVICES (line 22).** Report any costs related to purchased library services done for your library on computers by a computerized library network, computerized cooperative library organization, or by a commercial organization providing library services. Telecommunications costs may be included.



ONLINE DATABASE SEARCHING (line 23). Report any expenditures for all reference transactions in which the source utilized is one or more databases searched online by computer.

COMPUTER HARDWARE (line 24). Report any costs related to the purchase of computers, printers, or any physical component of a computer.

#### VI. INSTRUCTIONS FOR PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1987

TOTAL NUMBER ADDED DURING FISCAL YEAR (Column 1). Report the number of each category added. Do not subtract the number withdrawn.

TOTAL NUMBER HELD AT END OF FISCAL YEAR (Column 2). Report the total number of each category held at end of fiscal year.

VOLUMES (line 25). Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use.

TITLES (line 26). Report the number or titles of any publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms. Report the number of items for which a separate shelflist entry has been made. (SHEFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six monographs for which six shelflist entries have been made count as six titles; and two multivolume sets of the same edition for which one shelflist entry has been made count as one title.

GOVERNMENT DOCUMENT TITLES (line 27). Report the number of materials in book, serial, or other form of library materials that are published by a government agency. These include publications of federal, state, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives (e.g. the United Nations, Organization of American States, and the Erie Basin Commission). Government documents that are cataloged and shelved with the regular collection should be reported on lines 25 and 26. Only government documents that are organized separately should be reported on line 27.

CURRENT SERIAL SUBSCRIPTIONS (line 28). Report the number of different titles subscribed to, and not the number of individual issues (exclude duplicate subscriptions). Include periodicals, newspapers, and government documents issued serially.

MICROFORMS (lines 29-31). Report the number of different titles of materials for each of the different categories that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtes. Exclude duplicate copies.

PHYSICAL UNITS OF ALL TYPES OF MICROFORMS (line 32). Report the total number of physical units (not titles) of all types of microforms.

MANUSCRIPTS AND ARCHIVES (line 33). Report the linear feet of shelfspace occupied by these materials. Manuscripts are handwritten or typed documents, including carbon copies. Archives are



CARTOGRAPHIC MATERIALS (line 34). Report the number of units of materials representing whole or in part the earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes.

GRAPHIC MATERIALS (line 35). Report the number of units of materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, stereo prints, and the like.

AUDIO MATERIALS (line 36). Report the number of titles of materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.

FILMS (line 37). Report the number of titles of films, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel).

VIDEO MATERIALS (line 38). Report the number of titles of materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

MACHINE-READABLE MATERIALS (line 39). Report the number of titles of materials in a form designed to be processed by a machine, usually a computer, either as input or as output, that have data recorded on them in some form. These materials include data files and computer program files. Typically, these files are stored on such media as punched cards, paper tape, magnetic tape, and disks, and digital videodisks. These materials exclude computer outputs that are eye-legible and can be read with magnification. Include microcomputer software in this category.

OTHER LIBRARY MATERIALS (line 40). Report here any materials not already included on lines 25-39.

## VII. INSTRUCTIONS FOR PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987

CIRCULATION TRANSACTIONS (lines 41-42). Report the number of items lent from the general (line 41) and reserve (line 42) collections of the library separately, for use usually (although not always) outside the library. These activities include charging, either manually or electronically, and renewals, each of which is reported as a circulation transaction.

INTERLIBRARY LOANS (line 43-44). Report the number of transactions in which library materials, or copies of the materials, are made available by one library to another upon request. Loans include both providing (line 43) and receiving (line 44). Libraries involved in these interlibrary loans can be under the same administration or on the same campus.

## VIII. INSTRUCTIONS FOR PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987

Collect data during a typical week in the fall and report the numbers here. A typical week is defined as a week in which the library is open for its regular hours and contains no holidays. It consists of seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is normally open that period. If data are available for an entire year rather than for a typical week, then estimate a weekly count by dividing the annual figure by 52.



hours, the figure remains 40 hours. Should Branch A also be open one evening from 7:00 to 9:00, the total hours which users can find service becomes 42. If Branch B is open the same hours on the same evening the total remains 42 but if it is open 2 hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.

**ATTENDANCE IN LIBRARY** (line 46). Report the total number of persons entering the library per typical week, including persons attending activities, meetings, and those persons requiring no staff services.

**IN-LIBRARY USE OF LIBRARY MATERIALS** (line 47). Report the total number of materials utilized in the library but not checked out. These materials include reference books, periodicals, book stock, and all other library materials that are used WITHIN the library. (For a method of counting in-library use please refer to Output Measures for Public Libraries-ALA, 1982.)

**REFERENCE TRANSACTIONS** (line 48). Report the total number of reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including computer assisted instruction), catalogs and other holdings, records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. A contact that includes both reference and directional services should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is reference or directional.

**DIRECTIONAL TRANSACTIONS** (line 49). Report the total number of directional transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

**INFORMATION SERVICE TO GROUPS** (line 50-51). Report the total number of presentations (line 50) and the total number of persons served by those presentations (line 51). An information contact is one which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

**ONLINE DATABASE SEARCHES** (line 52). Report the number of reference transactions in which the source utilized is one or more databases searched online by a computer. These should also be included on line 48.





The following definitions are arranged in alphabetical order:

BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least forty-nine pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers.

BOUND PERIODICALS. A publication in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. This includes units meeting the above definition which are part of a learning resource center.

NEWSPAPERS. Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well as illustrations, advertisements, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover.

RESERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so that they will be on hand for a certain course of study or activity in process. Usually, the circulation and the length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

SERIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies, they may include monographic and publishers' series.